

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Janice L. Bartlett	Job Title & Grade: Environmental Scientist, GS1301-13
AAship/Region and Division: Region 5, Water Division	Address of Official Agency Worksite: 77 W. Jackson, Chicago, IL 60604
Employee's Work Phone: 312/886-5438	Employee's Work E-mail Address: bartlett.janice@epa.gov
First-line Supervisor: Mark Ackerman	First-line Supervisor's Work Phone: 312/353-4145
Proposed Start Date: 03/04/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>3-4-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. All of my work is portable.
2. All of my work can be performed at least equally effectively at my RWL.
3. Approval of RWL would not require reassignment of current work to other staff.
4. My work rarely requires access to in-office resources.
5. My communication with internal or external customers will not be disrupted since I use email/telephone for communication most times.
6. My position does not require in-person interface with management/other colleagues on any routine basis.
7. I have worked at home full-time for almost 2 years and I have a proven track record of meeting my objectives and working without close in-person supervision.
8. I have all the technology needed to perform my duties.
9. I will continue to comply with the terms of my written and approved Remote Work Agreement.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Janice L. Bartlett	Digitally signed by Janice L. Bartlett Date: 2022.03.04 14:23:59 -06'00'	Date:
Supervisor's Signature: MARK ACKERMAN	Digitally signed by MARK ACKERMAN Date: 2022.03.16 06:43:05 -05'00'	Date: March 16, 2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:02:07 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Belec, Heidi - Remote Work Text

During the pandemic I have demonstrated the ability to be brought aboard a highly functioning work environment and maintain constant communication with my supervisor, team leader, teammates clients and contractors via, teams, emails, and phone. I have completed many training opportunities and have worked diligently with my OJT.

My position of record is Contract Specialist, GS 1102. Since the beginning, all work and assignments in support of the Agency's mission have proven to be 100% portable work. I have worked hard to demonstrated the ability to meet all PALT timelines and to electronically produce the required documents to accomplish the procurement task at hand .

After returning to the office I have realized benefits of the availability of remote work, and its progressive benefits to our professional lives. With continued remote working flexibility, environmentally focused concerns are advanced because I am not contributing to daily commute congestion of the commuters resulting in less vehicle emissions whether it by car or public transit. Also to include the EPA cost savings by eliminating the regular \$100.00 plus per month transit benefit. In doing this we are financially and ecologically being able to reduce our individual footprints.

There is also the matter of transmission of the Covid 19 that still has a firm hold on our society today. When at home we have more control over our environment and our health choices that will keep up us productive healthy individuals. As a productive healthy individual I can accomplish more and hopefully use my sick leave for something more important than quarantine whenever. Better yet the need for sick leave would be less frequent.

While working remotely, I will claim my residence which is in the local commuting area easily accessible to the Chicago EL train lines (Green) used in recent days. I submit that I will be available to be recalled to the Official Agency Worksite with reasonable notice. Complying with the requirement that Remote Work Within Commuting Area employees may be recalled to the Official Agency Worksite generally with no less than 24 hours advance notice will not present a problem.

I completed Telework Training back on 21 January 2021 and submitted the required checklist to assure my proposed Alternative Work Location complies with all requirements.

In my daily remote work routine, I have maintained communication with my supervisor and Contracting Officers to ensure that there will be no problems or obstacles that may impinge on my ability to perform the work of the organization. I have acted to assure that work is accomplished in an effective and timely manner.

No problems with complying with work standards or assignments exercise with have been encountered in the prior two- year period of remote work. No such problems are anticipated , however in the event any such problem may occur, I have demonstrated the ability to employ Agency or personal resources to contact my supervisor and to keep her apprised of my operating status.

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Employee Name: Jennifer J. Bielanski	Job Title & Grade: Physical Scientist, GS-12
AAship/Region and Division: Region 5/Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-1513	Employee's Work E-mail Address: bielanski.jennifer@epa.gov
First-line Supervisor: Michael Bryant	First-line Supervisor's Work Phone: 312-886-5266
Proposed Start Date: 05/02/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/30/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have worked remotely since being on-boarded in August 2020.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I volunteer to take on roles and responsibilities without being prompted; I am very responsive to requests for information, requests to review documents/proposals, and requests/complaints from citizens; and I continue serving as a consistent point of contact for all things Illinois which has greatly improved the branch's ability to quickly deliver answers to upper management when time is of the essence. This demonstrates that I can work independently.

To date, I have not encountered any issues with communicating/COORDINATING with management, peers, state counterparts, and stakeholders to carry out the EPA mission.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

Bielanski, Jennifer

Digitally signed by Bielanski,
Jennifer
Date: 2022.04.04 09:34:57 -05'00'

Date:

April 4, 2022

Supervisor's Signature:

MICHAEL BRYANT

Digitally signed by MICHAEL
BRYANT
Date: 2022.04.19 08:47:40 -05'00'

Date:

April 19, 2022

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.04.19 09:16:07 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

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Employee Name: Robert J Egan	Job Title & Grade: Environmental Scientist, GS-13
AAship/Region and Division: Region 5, LCRD	Address of Official Agency Worksite: 77 W. Jackson Blvd., LR-17J, Chicago, IL 60604
Employee's Work Phone: 312 886-6212	Employee's Work E-mail Address: egan.robert@epa.gov
First-line Supervisor: Gregory Rudloff	First-line Supervisor's Work Phone: 312 886-0455
Proposed Start Date: First pay period for remote work availability.	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/19/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attachment.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ROBERT EGAN <small>Digitally signed by ROBERT EGAN Date: 2022.02.10 08:50:28 -06'00'</small>	Date:
Supervisor's Signature: GREGORY RUDLOFF <small>Digitally signed by GREGORY RUDLOFF Date: 2022.02.10 14:51:33 -06'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.01 11:31:22 -06'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

ATTACHMENT

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Work Performance and Ratings

During the time I have been working remotely, I have produced high-quality work products that support the mission and goals of the Remediation Branch and Corrective Action Section 3.

Ex. 6 Personal Privacy (PP)

Remote Work Appropriateness

The following items are listed in Section 8 of the Remote Work Article as function-based criteria to determine the eligibility of remote work:

1. *All of the employee's work is portable.* All the work I perform is portable. My work involves review and analysis of responsible party and EPA contractor prepared documents for LUST site investigations and remedial activities, sampling data, LUST trust fund funding justifications, COR related activities, and other corrective action related work to support the goals of my section and branch. All files submitted by outside entities and all site files are available electronically. The entirety of my work can be performed remotely with available technology (e.g., Teams Conferencing, e-Sign, Sharepoint, etc.). Also, remote work supports the government-wide effort to transition to electronic records according to OMB Joint Mandate M-19-21. After 2022, the Federal Records Center will no longer accept paper records.
2. *Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL).* As stated above, my performance in my duties has been of a consistently superior level. No degradation of performance has been noted due to working at my AWL over the nearly two years of remote work due to the pandemic.
3. *Approving the RWL would not require reassignment of current work or tasks to other staff.* My working at a RWL would not result in the reassignment of my site work or other corrective action related work to other staff in the section.
4. *Employee's work rarely requires access to in-office resources.* I visited the office a very small number of times since the start of the pandemic and those visits were mainly to pick up or drop off a government vehicle for field work. Office visits to perform my day-to-day duties have not and will not be necessary with the continued use of available remote work technology.

5. *There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry)-*
Communication with both internal and external entities has improved over the last few years, especially with the use of Teams. We have developed a regular system of meetings with our partners and Regional and HQ staff and there is no expectation that this will change as we will continue to use available technology to improve our communication and outreach activities. In addition, I have successfully mentored and assisted new project managers in our section using this same technology. There is no expected future disruption in communication to internal and external clients/customers/stakeholders.
6. *The employee's position does not require in-person interface with management officials or other colleagues on any routine basis-* All communication with managers and colleagues since the beginning of the pandemic has been through virtual meetings and calls. There is no expectation that this needs to change and there is no requirement in my PARS agreement regarding in-person meetings.
7. *The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic)-* Please see section above, titled "Work performance and Ratings".

Ex. 6 Personal Privacy (PP)

8. *Technology needed to perform duties is available and fully functional-* Government-supplied laptop is in my possession. AWL internet has shown to be dependable over the course of the pandemic.

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Employee Name: Brenda Carrasquillo	Job Title & Grade: Accountant, GS12
AAship/Region and Division: R05-SEMD-OMB-DBMS	Address of Official Agency Worksite: 77 West Jackson Boulevard, Chicago, Illinois 60604,
Employee's Work Phone: 312-353-1418	Employee's Work E-mail Address: carrasquillo.brenda@epa.gov
First-line Supervisor: Vince Saunders	First-line Supervisor's Work Phone: 312-353-9077
Proposed Start Date: 4/10/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <i>Brenda Carrasquillo</i>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/10/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have successfully participated in working telework at an alternate work location for many years prior to the pandemic without compromising work ethics, or integrity or efficiency in performing work activities. I have effectively performed my duties working full-time telework from an alternate work location during the 2 years of the pandemic. I work well independently and do not require daily monitoring. I work well with others and have effectively communicated with customers and co-workers/peers throughout the agency via phone, emails, Teams, Zoom, phone, and Share point. My duties consist of, but not limited to:

1. Prepare and produce the Division's current Budget Utilization Report every month.
2. I'm the POC for all SEMD requests for WCs to be added to their PP+ profiles.
3. I perform data quality review for Remedial Action (RA) funding data, comparing SEMS planning data to records in the RA Budget spreadsheet.
4. I handle the NGGS/IGMS (CA & IA) CN Funding Actions, I make sure the correct accounting codes are used and he

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BRENDA CARRASQUILLO	Digitally signed by BRENDA CARRASQUILLO Date: 2022.03.10 13:22:21 -06'00'	Date:
Supervisor's Signature: VINCENT SAUNDERS	Digitally signed by VINCENT SAUNDERS Date: 2022.03.14 09:13:08 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.05.03 06:58:58 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Carrasquillo, Brenda – Remote Work Text

I have successfully participated in working telework at an alternate work location for many years prior to the pandemic without compromising work ethics, or integrity or efficiency in performing work activities. I have effectively performed my duties working full-time telework from an alternate work location during the 2 years of the pandemic. I work well independently and do not require daily monitoring. I work well with others and have effectively communicated with customers and co-workers/peers throughout the agency via phone, emails, Teams, Zoom, phone, and Share point. My duties consist of, but not limited to:

1. Prepare and produce the Division's current Budget Utilization Report every month.
2. I'm the POC for all SEMD requests for WCs to be added to their PP+ profiles.
3. I perform data quality review for Remedial Action (RA) funding data, comparing SEMS planning data to records in the RA Budget spreadsheet.
4. I handle the NGGS/IGMS (CA & IA) CN Funding Actions, I make sure the correct accounting codes are used and the availability of funds to cover the amounts requested on commitment notices.
5. I'm responsible for audit the expenditure payments against the 05WQ and the 05ZZ accounts and to request redistribution to the proper site-specific SSIDs.

I have access to all systems and databases that are required for me to perform my daily assigned duties, remotely. There are no systems or activities that cannot be performed and/or accessed remotely or in which require a regular presence in the office. All duties within my job description can be performed remotely without compromising integrity, effectiveness, and efficiency.

Benefits to the Government: Remote working will provide a cost savings in energy, utilities/electrical, phone service line and occupied space cost to the agency. Higher levels of integrity, which results in better efficiency in performing activities. An environment with less (unnecessary) interruptions and less noise, which results in much better effective use of time. Less stress and distractions provide for a healthier environment that promotes positive energy that contributes to achieving the regions missions within the Strategic Plan and to customers.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Steffanie Crossland	Job Title & Grade: Management & Program Analyst, GS-13
AAship/Region and Division: EPA Region 5, Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-353-4779	Employee's Work E-mail Address: crossland.steffanie@epa.gov
First-line Supervisor: Krista McKim, Acting	First-line Supervisor's Work Phone: 312-353-8270
Proposed Start Date: 01/30/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
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Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties consist of negotiating workplans and awarding/managing grants for the R5 Water Division Section 2. I am also responsible for tracking the grant funding for Section 2. All the systems (NGGS, grants.gov, Compass, etc) that are needed to do this work are electronic and accessible remotely. There are no systems or activities that I need or will do that require a regular presence in the office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: STEFFANIE CROSSLAND	Digitally signed by STEFFANIE CROSSLAND Date: 2022.01.20 09:31:34 -06'00'	Date:
Supervisor's Signature: KRISTA MCKIM	Digitally signed by KRISTA MCKIM Date: 2022.01.25 07:39:35 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.02.16 10:10:04 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Pamela Coleman	Job Title & Grade: -IT Spec. (Cust. Serv. Spec./Policy & Planning), GS-2210/12
AAship/Region and Division: USEPA, Region 5, Mission Support Division	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-886-7798	Employee's Work E-mail Address: coleman.pamela@epa.gov
First-line Supervisor: Kenneth Tindall	First-line Supervisor's Work Phone: Kenneth Tindall 312-886-9895
Proposed Start Date: Tentative 5/9/22 or later once desk is cleared.	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
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Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/3/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All work performed on a daily basis is portable work and completed using EPA's available databases (i.e. EAS, Forms.epa.gov, Compass, Adobe AD, People Plus, SharePoint Software Database, E-business, Fed Talent, EISD and several others. When I am not accessing these databases daily, I am responding to e-mails, collecting or submitting informational data to regional or HQ's constituents. Employee collaboration is maintained daily using EPA's variety of collaboration tools mainly Microsoft Team and Zoom.gov as well as others. The collaboration tools have enhanced productivity and interaction with EPA staff across regions daily and with local and national workgroups. The ability to share a screen without being physically near a person makes it easy to interact with team members and other EPA employees. The use of One Drive allows for 100% paper free electronic files to be portable and available to share when providing IT Data Call Information to HQ's or when sharing other data collection information. EPA has provided the necessary equipment and software to provide excellent customer service support to the region, HQ's and external counterparts to meet the agency goals and mission as part of my daily duties.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: PAMELA COLEMAN	Digitally signed by PAMELA COLEMAN Date: 2022.04.05 14:55:33 -05'00'	Date:
Supervisor's Signature: KENNETH TINDALL	Digitally signed by KENNETH TINDALL Date: 2022.04.07 15:01:17 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.19 08:59:30 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Daniel Diedrich	Job Title & Grade: Life Scientist, GS 12 03
AAship/Region and Division: OW/Region 5, OGWDW	Address of Official Agency Worksite: 77 West Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: (312) 353-1611	Employee's Work E-mail Address: Diedrich.Daniel@epa.gov
First-line Supervisor: Mark Ackerman	First-line Supervisor's Work Phone: (312) 353-4145
Proposed Start Date: Aug 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Oct 16, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>For nearly two years, I have been approved for telework and have been performing all my duties effectively and from my Alternate Work Location.</p> <p align="center">Ex. 6 Personal Privacy (PP)</p> <p align="center">Ex. 6 Personal Privacy (PP)</p> <p>All my work is portable, and I am an eligible bargaining unit employee. A large part of my required work is traveling to conduct sanitary surveys at Tribal Drinking Water Systems in Michigan. Travel to these locations would be significantly less costly and would save many hours of travel time and I would not need to stay at hotels in many cases. Working from my remote work location would avoid unnecessary traffic congestion, fuel costs, time spent on travel, and would be nearer to the field work locations. This would save EPA time and money and reduce vehicle emissions and EPA's carbon footprint. When travel to the office is needed, there is a daily train to and from the location, so travel would be simple, and I will have a personal vehicle for redundancy. Approval of this remote work status would increase the ability for EPA to accomplish its mission and operational goals. The main duty in my current position is the Region 5 Compliance Officer for the Tribal Customers in Michigan, so it would be beneficial to be working nearer to the field sites for the state. I would be able to be</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p align="center">DANIEL DIEDRICH</p>	<p>Digitally signed by DANIEL DIEDRICH Date: 2022.02.01 16:01:43 -06'00'</p>	<p>Date:</p> <p align="center">2/1/2022</p>
<p>Supervisor's Signature:</p> <p align="center">MARK ACKERMAN</p>	<p>Digitally signed by MARK ACKERMAN Date: 2022.02.15 06:27:36 -06'00'</p>	<p>Date:</p> <p align="center">2/11/2011</p>
<p>AA/RA (or designee) Signature:</p> <p align="center">CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.03.10 14:40:02 -06'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Diedrich, Daniel – Remote Work Text

For nearly two years, I have been approved for telework and have been performing all my duties effectively and from my Alternate Work Location. Over this time,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

All my work is portable, and I am an eligible bargaining unit employee. A large part of my required work is traveling to conduct sanitary surveys at Tribal Drinking Water Systems in Michigan. Travel to these locations would be significantly less costly and would save many hours of travel time and I would not need to stay at hotels in many cases. Working from my remote work location would avoid unnecessary traffic congestion, fuel costs, time spent on travel, and would be nearer to the field work locations. This would save EPA time and money and reduce vehicle emissions and EPA's carbon footprint. When travel to the office is needed, there is a daily train to and from the location, so travel would be simple, and I will have a personal vehicle for redundancy. Approval of this remote work status would increase the ability for EPA to accomplish its mission and operational goals. The main duty in my current position is the Region 5 Compliance Officer for the Tribal Systems in Michigan, so it would be beneficial to be working nearer to the field sites for the state. I would be able to be closer to these locations for in-person meetings, consultations, and surveys at these systems. My duties would be facilitated by this Remote Work Location with cheaper travel, faster turn-around times on work related products, and addressing pressing needs at field locations around the state as well as increasing workplace safety and reducing chances of viral transmission.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Erin Ansbro	Job Title & Grade: Environmental Protection Specialist GS-09
AAship/Region and Division: Region 5, Great Lakes National Program Office	Address of Official Agency Worksite: 77 W. Jackson Blvd., G-9J Chicago IL 60604
Employee's Work Phone: 312-886-6082	Employee's Work E-mail Address: ansbro.erin@epa.gov
First-line Supervisor: Sharon Jaffess	First-line Supervisor's Work Phone: 312-353-0536
Proposed Start Date: August 29, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached - Erin_Ansbro_EffectiveRemoteWorkPerformance.docx

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Ansbro, Erin

Digitally signed by Ansbro, Erin
Date: 2022.07.28 07:04:23
-05'00'

Date:

07/28/2022

Supervisor's Signature:

SHARON JAFFESS

Digitally signed by SHARON
JAFFESS
Date: 2022.08.01 16:05:14 -05'00'

Date:

08/01/2022

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.08.09 07:28:21 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Ansbro, Erin – Remote Work Attachment

Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite:

I started as a Project Officer at GLNPO in October of 2020, amid the Covid-19 Pandemic. From my first to the present day all my duties, accomplishments, and communications have been completed on my government laptop in a remote location away from the office. My job comprises of three Critical Elements

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

These Critical Elements support Strategic Goal 1: A Cleaner, Healthier Environment; Strategic Goal 2: More Effective Partnerships; and Strategic Goal 3: Greater Certainty, Compliance and Effectiveness at EPA as well as GLNPO's Primary Objective: Protect and Restore Watersheds and Aquatic Resources in the Great Lakes Basin. Below I have addressed the eligibility criteria in Section 8.A of the [[HYPERLINK](https://afge238.org/wp-content/uploads/sites/46/Tentative-Agreement-Remote-Work.pdf) "https://afge238.org/wp-content/uploads/sites/46/Tentative-Agreement-Remote-Work.pdf"] released by AFGE and how they apply to my critical job elements as a Project Officer.

1. All of the employee's work is portable:

Below are the Critical Elements of the Project Officer Position:

CE 1: Perform Grant and Interagency Project Officer Duties – Preaward and Award Phases

- 80% of grant Funding Packages are forwarded to the Grants Management Specialist within targeted timeframes (Oct-Mar: 36 days; Apr- Jun: 45 days; Jul-Sep: 50 days). If not complying with ELMS targets, PO should be able to explain delays with accurate tracking data
 - Portable: Requires Next Generation Grants System (NGGS) website, accessible on federal laptop
- Interagency Agreement funding Packages forwarded to the Shared Service Center within reasonable timeframes (adhering to 50 day submission from SOW to completed Funding Package as closely as possible, but accounting for the complexity of the SOW and budget, number of revisions required by Focus Area Leads or technical staff, and timeliness of reviews or revisions. If not complying with ELMS targets, PO should be able to explain delays with accurate tracking data)
 - Portable: Requires Integrated Grants Management System (IGMS) Software, accessible on federal laptop
- 90% of grant and IA Funding Packages are accurate without requiring corrections by GLNPO management
 - Portable: Requires IGMS, accessible on federal laptop
- 0% of grant Funding Packages returned to draft for legitimate, preventable violations of Return to Draft Policy

– Portable: Requires NGGS, accessible on federal laptop

- Ensures grant Funding Packages comply with relevant agency regulations and policies. Specifically, projects for funding have been competed or have appropriately applied the competition exemption; have concurrence of the Focus Area Lead, Task Force Lead, and/or other technical lead as needed; and includes all necessary terms and conditions

– Portable: Requires NGGS and Microsoft Outlook, accessible on federal laptop

- Ensures grant project workplans include detailed timelines and milestones and specific environmental results (outputs and outcomes) that align with the current GLRI Action Plan

- Portable: Requires Microsoft Outlook and Word, accessible on federal laptop

- Ensures costs associated with grants are reasonable, allowable, and allocable

- Portable: Requires Microsoft Outlook, PO Cost Review Form and occasionally internet, accessible on federal laptop

- Ensures new awards to not-for-profit organizations are not made to grantees with open program monitoring findings until findings are resolved or a plan to resolve issues is approved and in place

- Portable: Requires Grants Compliance Database (COMPLY), accessible on federal laptop

- Obtains and maintains grant and IA PO certifications, COR level I certification, IGMS Rules of Behavior certification, and all other certifications required for position

- Portable: Requires internet to access FedTalent and COR Certification site, as well as IGMS, accessible on federal laptop

- Demonstrates working knowledge of and ensures compliance with all applicable federal regulations, orders, policy and guidance related to grants (i.e., 5700.5) for competition when involved in developing solicitations or funding packages

- Portable: Requires internet to access Orders, Policies, and Guidance websites as well as Microsoft Outlook, accessible on federal laptop

- Coordinates and facilitates work plan negotiation with grantee, technical staff, and management as appropriate

- Portable: Requires Microsoft Outlook, Microsoft Teams, Adobe PDF, accessible on federal laptop or phone

- Identifies problems and issues associated with program development and grants management early so that grants can be awarded in a timely manner (both technical and policy issues) and attempts to resolve problems and issues associated with program/grant development and implementation through discussions with other staff and management as appropriate

- Portable: Requires Microsoft Outlook, Microsoft Teams, Adobe PDF, accessible on federal laptop or phone

- Effectively communicates grants management expectations to non-competitive applicants prior to award and incorporates expectations as appropriate during workplan development (e.g. Quality Assurance requirements and Subaward management expectations)
 - Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Adobe PDF, accessible on federal laptop or phone
- Effectively coordinates IA SOW and budget review among FALs and other staff and management as needed
 - Portable: Requires Microsoft Outlook, Excel, Word Document, Adobe PDF, accessible on federal laptop
- Builds and maintains professional relationships with internal (other GLNPO staff and programs, AAB, and SSCs) and external (partner federal agencies, States, Tribes, Local Governments, and other grantees) partners. Makes effort to ensure compliance with appropriate rules, regulations, and policies and work is completed within expected timeframes by communicating requirements, following-up with the grantee as needed, proactive reminders and elevating issues to the supervisor as needed. If noncompliance is observed despite these actions, this measure is assumed met.
 - Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Adobe PDF, accessible on federal laptop or phone
- Coordinates and facilitates joint planning meetings, site visits, conference calls, and negotiations between external parties and EPA. Completes necessary preparatory materials (i.e. agendas, highlights, briefing documents) of own initiative with little supervisory review required. Work products accurately reflect all relevant information.
 - Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Adobe PDF, and internet to access COMPLY and COMPASS Data Warehouse, accessible on federal laptop
- Actively participates in divisional, regional, or agency workgroups regarding pre-award management topics as assigned
 - Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Adobe PDF accessible on federal laptop
- Updates ELMS and other tracking systems, such as grant and IA flow boards, weekly
 - Portable: Requires Microsoft Outlook, Microsoft Teams, and Microsoft SharePoint, accessible on federal laptop

CE 2: Perform Grant and Interagency Project Officer Duties – Post-award Phase

- Makes efforts to ensure that Quality Assurance requirements are met prior to work beginning that requires QA through communicating QA requirements, following-up with the grantee as needed, proactive reminders and elevating issues to the QA Manager or supervisor as needed. If grantee noncompliance is observed despite these actions, this measure is assumed met.

- Portable: Requires Microsoft Outlook, Word Document, Adobe PDF, accessible on federal laptop

- Establishes self as contact for overall programmatic and fiscal issues for assigned agencies

- Portable: Requires Microsoft Outlook, Microsoft Teams, accessible on federal laptop or phone

- Negotiates and assists in any needed shift of program priorities or budget revisions

- Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Excel, Adobe PDF accessible on federal laptop or phone

- Seek solutions to problems through consulting with key staff assigned to those areas

- Portable: Requires Microsoft Outlook, Microsoft Teams, Word Document, Adobe PDF, accessible on federal laptop

- Provides timely, accurate feedback to grantees when resolving problems related to performance/commitments and program/budget revisions

- Portable: Requires Microsoft Outlook, Microsoft Teams, Microsoft SharePoint, Word Document, Adobe PDF, accessible on federal laptop or phone

- Evaluates progress of grantees in meeting program commitments through ongoing monitoring of technical and fiscal programs, including the use of progress reports, advanced monitoring, baseline monitoring and daily operations with agreed upon goals, outputs and product timelines; and other check-ins as necessary

- Portable: Requires Microsoft Outlook, Microsoft SharePoint, Word Document, Adobe PDF, and NGGS, accessible on federal laptop

- Site visits and/or desk review meetings are completed by June 30, 2020; Site visits and/or Desk Review Reports are completed by July 31, 2020 as assigned and as per the PAMP

- Portable: Requires Microsoft Outlook, Microsoft Teams, Microsoft SharePoint, Word Document, Adobe PDF, Excel, and COMPLY, accessible on federal laptop

- Reports all advanced monitoring activities in the COMPLY Database; and, when problems or issues surface

- Portable: Requires COMPLY, accessible on federal laptop

- Completes and documents baseline monitoring requirements in a timely manner, and reports on the status of corrective action taken by grantees in response to deficiencies noted in reports (remains 95% current on baseline monitoring at all times, with the exception of grants inherited from other project officers that were delinquent on baseline)

- Portable: Requires NGGS, accessible on federal laptop

- Assists and participates in any audit of an assigned grantee's fiscal and programmatic activities and audit report, if one is necessary, is prepared per schedule utilizing all Region 5 components;

- Portable: Requires Microsoft Outlook, Microsoft SharePoint, Word Document, Adobe PDF, COMPLY, and/or NGGS, accessible on federal laptop

- Completes programmatic closeout requirements within 165 days of expiration of the grant by requesting required deliverables and reports, following-up as necessary, proactively communicating reminders, and elevating issues as needed. If grantee noncompliance is observed despite these actions, this measure is assumed met.

- Portable: Requires Microsoft Outlook, Microsoft SharePoint, Word Document, Adobe PDF, and/or NGGS Software, accessible on federal laptop

- Approve IA invoices within 20 days of receipt of bill and necessary documentation from the agency. If 20-day timeframe cannot be met, PO should document reasons why target cannot be met and why invoices should not be disapproved

- Portable: Requires Microsoft Outlook, Excel, and IA Invoices website, accessible on federal laptop

- Refers problem grants to supervisor and identifies issues and potential solutions in a timely manner

- Portable: Requires Microsoft Outlook or Microsoft Teams, accessible on federal laptop

- Monitor Unliquidated Obligations for grants and IAs, keeps supervisor and other staff apprised of ULO issues, and works with grantees and agencies to resolve ULO issues as needed

- Portable: Requires Microsoft Outlook, Microsoft Teams, and/or COMPASS, accessible on federal laptop

- Keeps ELMS and other tracking systems up to date with closeout and advanced monitoring updates on a weekly basis

- Portable: Requires Microsoft SharePoint, accessible on federal laptop

- Actively participates in divisional, regional, or agency workgroups regarding post-award management topics as assigned

- Portable: Requires Microsoft Outlook or Microsoft Teams, accessible on federal laptop

CE 3: Communication and Teamwork –

- Responds to requests from other individuals/groups, including those related to controlled correspondence and other program assignments within required timeframes

- Portable: Requires Microsoft Outlook or Microsoft Teams, accessible on federal laptop or phone

- Addresses and maintains Agency administrative systems and operational requirements, including time reporting systems or other required systems as assigned

- Portable: Requires Microsoft Outlook and PeoplePlus, accessible on federal laptop

- Supports Agency communications systems and provides materials for Agency tracking systems, databases, hot issue reports, and press releases

- Portable: Requires Microsoft Outlook, Microsoft SharePoint, NGGS, COMPASS, COMPLY, and/or internet, accessible on federal laptop

- Shares program knowledge, regulatory, and technical expertise with other staff and managers

- Portable: Requires Microsoft Outlook or Microsoft Teams, accessible on federal laptop or requires phone

- Actions reflect the Agency's Customer Service and Public Access standards.

- Portable: Requires Microsoft Outlook or Microsoft Teams, accessible on federal laptop or requires phone

- Timely and accurately complies with administrative requirements, like time and attendance reporting and mandatory agency training within required timeframes

- Portable: Requires Microsoft Outlook, Microsoft Teams, PeoplePlus, FedTalent, and/or other Training website/software, accessible on federal laptop

- Responds to voicemails and emails within 48 hours of receipt

- Portable: Requires Microsoft Teams, accessible on laptop or requires phone

- Briefings and briefing materials for management include key messages and are prepared 48 hours in advance of briefing

- Portable: Requires Microsoft Outlook, Microsoft Teams, Microsoft SharePoint, internet, NGGS, and/or IGMS, accessible on federal laptop

2. Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL):

Tasks or work assignments can be performed at least equally effectively at the remote work location because all the Critical Elements needed to be effective at this job can take place on a computer or phone. I currently have worked away from the office since October 2020 and have been rated Effective at my position for my yearly performance plan.

3. Approving the RWL would not require reassignment of current work or tasks to other staff:

Approving the RWL would not require reassignment of current work or tasks to other staff because I am able to complete all my Critical Element duties on a federal laptop. Currently while teleworking full time due to the Covid-19 Pandemic, none of my assignments have had to be reassigned due to working away from the office.

4. Employee's work rarely requires access to in-office resources:

My work rarely requires access to in-office resources. I have never required any in-office resources to complete the duties of this positions. I requested for my PIV Badge to be sent to the Research Triangle Park (RTP) Office in North Carolina to access Employee Express on my laptop more easily. This process ran smoothly, the Badge Office in Chicago coordinated with the RTP Office, and I picked up the badge within two weeks of me initiating a request. If for any reason I ever needed a resource, although that has been rare, I feel confident in my, the Chicago's office, and other EPA Office's ability to coordinate.

5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry):

There will be no foreseen disruption to communication with internal or external clients or stakeholders. As part of the Critical Elements of my job, I currently communicate as necessary with clients and coworkers through phone, email, or Microsoft Teams meetings and that successful communication would continue whether in the office or at a RWL without disruption.

6. The employee's position does not require in-person interface with management officials or other colleagues on any routine basis:

My position does not require in-person interface with management officials or other colleagues on any routine basis. I do frequently and effectively communicate with management and colleagues by email, phone calls, and Microsoft Teams. I have effectively completed all Critical Elements that require communication with management or colleagues without being in the office.

7. The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic):

I have been able to complete all my duties while working remotely during the Covid-19 Pandemic without close in-person supervision.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

8. Technology needed to perform duties is available and fully functional:

The technology I need for this position include access to a cellphone, federal laptop, and software and the internet within that federal laptop, mostly Microsoft Teams, Microsoft SharePoint, Microsoft Office, NGGS, and IGMS – two softwares that help create and maintain documents pertaining to the pre-award, award, and post-award phases of assistance agreements. All technology has been available and fully functional when I need to complete an assignment or duty.

9. The employee continues to comply with the terms of his or her written and approved Remote Work Agreement:

I currently have a Situational Telework Agreement with EPA and have complied with the terms of that agreement. If granted a remote work agreement, I would continue complying and have the necessary items and actions completed.

How approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

In addition to the reasoning above, below are other reasonings for remote work that would not diminish the Agency's ability to accomplish its mission and meets its operational goals.

Travel

I could be recalled to the Chicago office within one working day with reasonable notice, I live in a suburb of Charlotte, North Carolina. Charlotte to Chicago is a two-hour flight and Charlotte Douglas Airport has frequent non-stop flights to Chicago airports.

While I have never been to the office since starting, my supervisor Sharon Jaffess has spoken of a precedent of remote workers coming into the office about once a quarter. Using [[HYPERLINK "https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=IL&fiscal_year=2022&zip=&city=Chicago"](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=IL&fiscal_year=2022&zip=&city=Chicago)] rates for Chicago, IL, I predict a three-day, two-night trip to cost:

Category	Cost
Round-trip plane ride (using [HYPERLINK "https://cpsearch.fas.gsa.gov/cpsearch/search.do"])	\$168-246
Driving from RWL to Charlotte, NC Airport	\$57.50 ([HYPERLINK "https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-

	owned-vehicle-pov-mileage-reimbursement-rates"], 46 miles, two trips)
Charlotte Airport Parking	\$36 ([HYPERLINK "https://www.cltairport.com/parking/parking-options/daily-decks/"])
CTA Transit One-Day Passes	\$15 ([HYPERLINK "https://www.transitchicago.com/fares/"])
Lodging (Excludes taxes)	\$268-\$436 (\$134-\$218 a night, two nights)
Meals & Incidentals	\$197.50 (\$59.25 for first and last day of travel, \$79 for the middle day, totaling three days)
Total (One Trip)	\$ 742.00 – 988.00
Total (4 Trips/year)	\$2,968 – 3,952

Proximity to US EPA RTP Durham, NC Location

My proposed work location is an hour and forty-five minutes from the EPA RTP Durham, NC Headquarters. If needed, I could access in-office resources there. I have never required any in-office resources to complete the duties of this positions.

Cost Savings to Agency

- [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/"]:
Salisbury, NC at 18.06% for Charlotte-Concord, NC-SC location compared to Chicago at 29.18% for the Chicago-Naperville, IL-IN-WI location:

 - GS-09 Cost savings: \$5,237 a year (GS-09 Charlotte \$55,603, GS-09 Chicago \$60,840)
 - GS-11 Cost saving (Expected October 2022): \$6,337 a year (GS-11 Charlotte \$67,274, GS-11 Chicago \$73,611)
- Transit subsidy: Not requiring transit subsidy would save up to \$3,360 a year (\$280 a month, 12 months).
- Office Space: Not requiring permanent office space or purchasing of office supplies including monitor, desk, chair, keyboard, and mouse.

Work Life Balance

I am requesting remote work based on the portability of my duties as a Project Officer. In addition to the work-based justification above, completing my office duties at a Remote Work Location coincides with the idea of pushing forward towards a new frontier of work in the 21st Century. In recent guidance [[HYPERLINK "https://www.whitehouse.gov/wp-content/uploads/2021/06/M-21-25.pdf"](https://www.whitehouse.gov/wp-content/uploads/2021/06/M-21-25.pdf)], the Administration promotes workplace flexibility. The Government-Wide Personnel Policy Guidelines to Promote Flexibility Section states, “As shown during the pandemic, agencies can, where appropriate, deploy personnel policies such as telework and remote work effectively and efficiently as strategic management tools for attracting, retaining, and engaging talent to advance agency missions, including in the context of changes in workplaces nationwide as a result of the pandemic and in response to long-term workforce trends.” (pg.7). I currently live in Salisbury, North Carolina, never having moved to Chicago.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Working in a RWL allows me to create a workable work-life balance, where I can work efficiently and effectively for the EPA – contributing to their mission of protecting human health and the environment, and then save on commute time and caretaker pay, limit Covid-19 exposure.

Ex. 6 Personal Privacy (PP)

Utilizing a RWL saves on transit subsidies for the EPA, saves on office space at the Metcalfe Federal building, aids in reducing carbon emissions due to commute, saves on payroll, and as M-21-25 states, would incorporate strategic management tools for retaining and engaging talent that was before the pandemic, not thought possible.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kimberly Churchill	Job Title & Grade: Physical Scientist GS13
AAship/Region and Division: R5-SEMD-ERB1-ERS2	Address of Official Agency Worksite: 2565 Plymouth Rd. Ann Arbor, Washtenaw County, MI 48105
Employee's Work Phone: 734-214-4898	Employee's Work E-mail Address: churchill.kimberly@epa.gov
First-line Supervisor: Matthew Mankowski	First-line Supervisor's Work Phone: 312-886-1842
Proposed Start Date: 3/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 734-214-4898	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/23/2018</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All my job duties can be completed remotely. The only duties that cannot be completed at my RWL also cannot be completed at the Official Agency Worksite in Ann Arbor (i.e., on-site field inspections, meetings or trainings held outside the office, required training held in the Region 5 Chicago office). There are no functions of my work duties that require me to be at the Ann Arbor office and there are no instances where regular in-person meetings are required in the Ann Arbor office. My work duties also do not require any in-person interactions or meetings with the public or regulated community in the Ann Arbor office. My RWL has internet access, a printer/scanner, and my work phone is forwarded to cell. I have full access and capabilities to complete my work duties from my RWL. I have more flexibility with my work schedule at my RWL and can extend my working time to complete tasks when needed. Whereas when in the Ann Arbor office, I have a hard-stop each day. There are numerous distractions and interruptions when working in the Ann Arbor office versus very limited interruptions from my RWL. Less interruptions and ability to focus and extend my working time increases my ability to accomplish the Agency's mission and meet its operational goals. Additional explanation attached.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KIMBERLY CHURCHILL	Digitally signed by KIMBERLY CHURCHILL Date: 2022.03.02 07:25:25 -05'00'	Date: 3/2/2022
Supervisor's Signature: MATTHEW MANKOWSKI	Digitally signed by MATTHEW MANKOWSKI Date: 2022.03.02 09:07:59 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.15 08:20:14 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Additional Explanation of Performance while working at Remote Work Location

All of the employee's work is portable;

As an out-stationed Region 5 employee in Ann Arbor, Michigan, all my work is portable. I have been out-stationed since I started with the agency in 2015 (originally out-stationed in Grosse Ile, Michigan). Most EPA co-workers my work may require interaction with are in the Chicago office, making out-station work extremely similar to remote work as I have remotely interacted with my Chicago co-workers from the start. In addition, my work does not require in-person meetings at my out-station office. All work can either be performed remotely, or in the field. Throughout my career, I have successfully accomplished my work assignments remotely while deployed throughout Region 5 and have also successfully accomplished my work assignments

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL);

I have utilized telework for the majority of my time with EPA and my work assignments and performance have never been less effective as compared to time spent in the office. It could be argued that my time teleworking is more effective than in the office due to the numerous office distractions that occur each day (e.g., interruptions, loud phone calls, loud conversations, people not utilizing headphones, etc.). During the pandemic-induced maximum-telework, I continued performing my work duties with no disruptions or impacts to productivity which is evidenced by my nominations for regional awards (Outstanding Leadership in Collaborative Problem-Solving) and National Notable Achievement Awards (NNAA) (Oil Award) in 2020. I have also been nominated for another NNAA for 2021. I was also awarded a regional Bronze Medal Award for my work in 2020 and a spot award from OEM headquarters in appreciation and recognition of my hard work and support of the program in June 2021. All of my work, recognized at both regional and national levels, has been done remotely in this time.

Ex. 6 Personal Privacy (PP)

Approving the RWL would not require reassignment of current work or tasks to other staff;
There will be no change in assignments or tasks.

Employee's work rarely requires access to in-office resources;

As detailed above, 100% of my work is portable. The only in-office resources needed are the occasional pickup of field or office supplies. My remote work office has a printer/scanner and internet access.

There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry);

I have coordinated and communicated with management, co-workers, and stakeholders while working in the field and teleworking. During the current maximum telework, I have continued to perform my assigned work without any issue as noted above and evidenced by regional and national awards and nominations.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Since the start of the pandemic, I have taken close to 200 inquiries (phone calls and emails) from the regulated community, none of which were impacted negatively by working remotely. Working remotely actually increased by ability to respond to these inquiries from the regulated community as I was able to extend my working hours to take and/or return calls, something I am unable to do when working in the office due to commuting restrictions.

The employee's position does not require in-person interface with management officials or other colleagues on any routine basis;

I am out-stationed away from my supervisor and have been since I started with the agency in 2015. There have been no issues with communicating with them. As noted above many of the co-workers that my work requires interaction/collaboration with are in the Chicago office and there has never been an issue with communicating and collaborating with them remotely.

The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic);

As detailed above, my work assignments require working without close in-person supervision, and I have a solid record of accomplishing all assignments without close in-person supervision.

Ex. 6 Personal Privacy (PP)

Technology needed to perform duties is available and fully functional; and

The agency has provided the technology necessary to perform duties remotely since I started with the agency in 2015. In addition, my remote work office has a printer/scanner.

The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.

N/A – New Request

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tina Davis	Job Title & Grade: Program Analyst/GS-13
AAship/Region and Division: Region 5, Office of the Regional Administrator	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-353-8254	Employee's Work E-mail Address: davis.tina@epa.gov
First-line Supervisor: Alan Walts	First-line Supervisor's Work Phone: 312-405-7198
Proposed Start Date: Unknown	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-353-8254	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/25/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attachment entitled "Performance of Duties, T. Davis".

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

TINA DAVIS

Digitally signed by TINA DAVIS
Date: 2023.01.03 12:55:56
-06'00'

Date:

01/03/2022

Supervisor's Signature:

Walts, Alan

Digitally signed by Walts, Alan
Date: 2023.01.06 15:36:28
-06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2023.01.10 15:48:02 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Tina Davis - duties and how they will be performed in hybrid environment

(Duties from PD)

In general, Tina is extremely effective and skilled in hosting and facilitating meetings and applying virtual collaboration tools. She is very proficient in MS Teams and has applied them to lead and participate in teams with both internal and external partners. She has achieved significant outcomes while working remotely. She works effectively with colleagues in a remote environment and provides timely and effective briefings to management as needed. I am confident she will continue this track record of as we move to a hybrid environment.

Rarely, in-person or hybrid meetings might require travel to Chicago. Currently this includes only the one annual RTOC/TEPM week of meetings held in Chicago, involving no more than 5 days of travel.

5 days of travel for in-person mentoring to go with hybrid mentoring, during which IT issues could be addressed.

Performance of specific duties is addressed below.

1) Project Officer:

Duties. The employee will perform budgetary, financial, analytical, and evaluative work associated with the GAP and PPG grants program; and make recommendations for successful operation of the tribal grant program. This includes program analyses of the statutes and regulations as they apply to the applicable program and grant statutes and regulations. In addition, the employee may serve as project officer for grants consistent with the "Guidance on the Award and Management of General Assistance Agreements for Tribes and Inter-tribal Consortia".

The employee evaluates region-wide programs against short- and long-range objectives connected to the GAP and PPG grants. With the resulting analysis and evaluative work, the employee provides guidance and direction to tribal entities for the purpose of ensuring compliance with the provisions of environmental statutes and regulations and ensuring environmental results. The employee independently addresses priority issues and problems raised by the tribal entities and ensures that high quality grants are awarded that support both EPA and tribal environmental goals.

How performed. Tina uses electronic systems including but not limited to: a) email, b) MS Teams (collaboration spaces and meeting tools), c) National Grants System (NGGS). All files are managed electronically. Travel for site visits to tribes will follow the same frequency as in the past. Tina has helped to develop durable structures for collaboration via MS Teams among EPA and tribes to implement the GAP and PPG grants programs.

Rarely, in-person or hybrid meetings (such as the one annual RTOC/TEPM week of meetings held in Chicago) might require travel to Chicago.

2) R5 Environmental Justice Tribes & Indigenous Peoples Advisor (TIPA):

Duties. The TIPA serves as a tribal program coordinator, assisting and making recommendations to management and staff within TMPO, Region 5 programs, and tribal entities for the purpose of identifying, clearly defining, and resolving environmental concerns, issues, and problems on Region 5 Indian lands, including environmental justice concerns.

How performed. Through data collection and analysis, and through phone and videoconference meetings with tribal nation points of contact. Monthly TIPA calls are national and will continue to be conducted remotely. No change in travel frequency associated with remote work status; initial data collection, analysis and recommendations on EJ were developed while Tina was working remotely, she has provided effective briefings to internal and external partners that were not hindered by remote status.

Rarely, in-person or hybrid meetings (such as the one annual RTOC/TEPM week of meetings held in Chicago) might require travel to Chicago. Frequency of other travel will be determined by future need; up to this point, the TIPA position has not required any travel.

3) R5 Tribal Training Coordinator:

Duties. The employee will communicate, train, and meet regularly with managers and staff in ~~TIAOTMPO~~ and Region 5 programs, other federal Agencies, and tribal representatives to further tribal environmental program goals.

How performed. Work involves a mixture of independent work (curriculum and content development) and team-based collaboration to develop and deliver trainings. All work can be accomplished remotely. Implementation of training events can be completed effectively in a remote work location through the utilization of MS Teams video conferencing tools as demonstrated by the 2021 Working Effectively with Tribal Governments Training Series. Completing these duties from the Remote Work Location will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Rarely, in-person or hybrid meetings (such as the one annual RTOC/TEPM week of meetings held in Chicago) might require travel to Chicago. This duty has not required travel to date.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Deidra A Gray	Job Title & Grade: Government Information Assistant
AAship/Region and Division: R5, SEMD, OMB, FOIA SECTION	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312 353-3240	Employee's Work E-mail Address: gray.deidra@epa.gov
First-line Supervisor: Evette Jones	First-line Supervisor's Work Phone: 312 886-7572
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312 353-3240	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/16/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Attached is the explanation of Performance working at Remote Work Location.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DEIDRA GRAY <small>Digitally signed by DEIDRA GRAY Date: 2022.03.09 15:41:02 -06'00'</small>	Date:
Supervisor's Signature: EVETTE JONES <small>Digitally signed by EVETTE JONES Date: 2022.03.28 07:08:48 -05'00'</small>	Date: 03/28/2022
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.28 08:52:11 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Deidra, Gray – Remote Work Attachment

Explanation of Performance working at Remote Location:

Employee's work is portable. Employee worked through COVID-19 pandemic, performed assignments effectively from a location other than the regular duty station.

During the COVID-19 pandemic 2020-2022, employee continued to complete work assignments effectively at the Remote Work Location (RWL). Utilizing Microsoft Teams to effectively communicate with management and colleagues. The technology needed to perform duties is available and fully functional at the RWL, EPA laptop and software.

Employee demonstrated record of meeting performance plan without close in person supervision.

Employee position does not require consistent interface with management or colleagues on a routine basis. No assignment of current work or task is required to reassign to other staff. Work assignment rarely requires access to in-office resources.

There was no disruption in communication with internal or external (public, state and local entities, stakeholders).

The past two years 2020-2022, recurring email messages have been sent to notify employees of confirmed COVID-19 cases at the Ralph H. Metcalfe Federal Building. Returning to the office brings on uncomfortable stress, not aware which individuals have been impacted with the virus.

This is a new remote work application/agreement request, employee will comply with the terms of written and approved Remote Work Agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Arlene Finley	Job Title & Grade: Gs-510-12 Accountant
AAship/Region and Division: Region 5 MSD	Address of Official Agency Worksite: 77 W Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-353-4896	Employee's Work E-mail Address: finley.arlene@epa.gov
First-line Supervisor: Richard Hackley	First-line Supervisor's Work Phone: 312-886-9144
Proposed Start Date: 2/1/2023	If Temporary, Proposed End Date: 7/31/2023
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/7/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My performed daily duties are 100% Portable. There are no work files on my desk in the office. My digital working files and system platforms are fully accessible to effectively continue my work assignments away from the office. I can perform with no issues all my work duties effectively on a Remote Work Schedule. I can continue to consistently follow up with my Supervisor, Team Leader, and work team as well as serving my customers and EPA staff. I have full access and the ability to continue to actively participate in all meetings, team, section and branch meetings. I have full access and ability to continue my designated work assignments via Micro Teams, emails, and EC500 phone system to communicate effectively.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Finley, Arlene <small>Digitally signed by Finley, Arlene Date: 2023.02.01 16:12:45 -06'00'</small>	Date:
Supervisor's Signature: RICHARD HACKLEY <small>Digitally signed by RICHARD HACKLEY Date: 2023.02.07 15:01:02 -06'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2023.02.08 09:15:58 -06'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: George Azevedo	Job Title & Grade: Environmental Protection Specialist, 13
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago IL
Employee's Work Phone: 312-886-0143	Employee's Work E-mail Address: azevedo.george@gmail.com
First-line Supervisor: Matthew Gluckman	First-line Supervisor's Work Phone: 312-886-6089
Proposed Start Date: Immediately	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 23, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached Word document for explanation.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: GEORGE AZEVEDO	Digitally signed by GEORGE AZEVEDO Date: 2022.03.10 10:50:19 -06'00'	Date: March 10, 2022
Supervisor's Signature: MATTHEW GLUCKMAN	Digitally signed by MATTHEW GLUCKMAN Date: 2022.04.07 12:35:22 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:03:18 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I am eligible for remote work, because my work can be performed equally effectively at my alternative work location, as at the Agency office. My alternate work location does not diminish the Agency's ability to accomplish the mission, meet operational goals or comply with my FY22 PARS agreement. It does not require reassignment of work to other staff, nor do I require access to in-office resources. I do not have disruptions to internal and external communications. I do not require in-person interface, because I have demonstrated that I am able to communicate with you, other managers, colleagues, and State counterparts through email correspondence, telephone calls, and video meetings through the Teams software.

In addition, I don't have hardcopy records at my workstation in the Metcalfe Building that I need to rely on, in part because our Branch has moved important records onto SharePoint. In the past, I have not needed to meet in person with our State counterparts and HQ colleagues, in part because we held our meetings on the telephone and through Microsoft Teams. And if a face-to-face meeting was scheduled, I would be happy to meet in person.

Prior to submitting this remote work request, I reread my FY22 PARS agreement, which confirmed that I have been following it during the COVID-19 pandemic situation. For example, as you're aware, I proactively reached out to EPA HQ to request that the OST workgroup leader that was developing national nutrient criteria implementation procedures, change the language from prohibiting the use of lake criteria in the Great Lakes. In addition, this calendar year, I assembled a team from the Region 5 Water and GLNPO divisions to review the revised draft OST implementation document.

Since March 2020, I have an excellent track record of meeting performance plan objectives and working remotely, without close in-person supervision. For example, my conduct of work during the COVID-19 pandemic situation has resulted in completion of the Minnesota withdrawal petition and supporting Water Division efforts to reduce the POTW phosphorus contributions to nutrient impairments in Lake Erie and the City of Green Bay, Wisconsin, which discharges to EPA listed Area of Concern waters of Green Bay. As a result, my work has contributed to Ohio announcing the development of a nutrient TMDL-study for the Maumee River to address impairments in Lake Erie, and Michigan announcing that it will begin setting 0.5 mg/L phosphorus limits in reissued NPDES permits. I am also serving on EPA rule development teams for new market-based provisions and PFOS. While I am contributing to these efforts, I have done routine permit review work and led the nutrient reviews for the PQR team.

Ex. 6 Personal Privacy (PP)

The ancillary cost savings to the Agency include transit subsidy, office space consolidation, and reduced carbon emissions.

Thank you, George Azevedo.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Erin Galbraith	Job Title & Grade: Life Scientist GS-12
AAship/Region and Division: Region 5	Address of Official Agency Worksite: 77 W Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-6879	Employee's Work E-mail Address: galbraith.erin@epa.gov
First-line Supervisor: Gregory Rudloff	First-line Supervisor's Work Phone: 312-886-0455
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Prior to the pandemic, I participated in the Flexiplace program working at an alternative workplace up to two days per week for 9 years. In that time and through the past two years of the pandemic, I have performed all my position duties effectively and thoroughly from a RWL. While working remotely over the past two years, I have taken on additional program management duties due to the loss of personnel in my section. I have worked with staff in my own division to update grant application documents. I have worked with staff in other divisions to place a restrictive covenant on a property with residual contamination and to develop a pilot program to perform assessment activities at sites in need of corrective action; all of which help the agency accomplish corrective action goals. Please see Attachment 1 for additional information.

Remote work will reduce my carbon footprint by eliminating fossil fuel emissions incurred by my 32 mile daily round trip commute to the workplace. Eliminating my commute will also save the agency \$1920.00 each year in transit subsidy

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ERIN GALBRAITH	Digitally signed by ERIN GALBRAITH Date: 2022.03.25 12:04:04 -05'00'	Date:
Supervisor's Signature: GREGORY RUDLOFF	Digitally signed by GREGORY RUDLOFF Date: 2022.03.25 14:25:42 -05'00'	Date: 3/25/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.05.03 07:02:50 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Galbraith, Erin –Remote Work Text

Prior to the pandemic, I participated in the Flexiplace program working at an alternative workplace up to two days per week for 9 years. In that time and through the past two years of the pandemic, I have performed all my position duties effectively and thoroughly from a RWL. While working remotely over the past two years, I have taken on additional program management duties due to the loss of personnel in my section. I have worked with staff in my own division to update grant application documents. I have worked with staff in other divisions to place a restrictive covenant on a property with residual contamination and to develop a pilot program to perform assessment activities at sites in need of corrective action; all of which help the agency accomplish corrective action goals. Please see Attachment 1 for additional information.

Remote work will reduce my carbon footprint by eliminating fossil fuel emissions incurred by my 32 mile daily round trip commute to the workplace. Eliminating my commute will also save the agency \$1920.00 each year in transit subsidy costs.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Frances Myrick Dean	Job Title & Grade: Environmental Protection Specialist, GS 12
AAship/Region and Division: Region 5, SEMD	Address of Official Agency Worksite: 77 West Jackson Blvd
Employee's Work Phone: 312-886-5046	Employee's Work E-mail Address: dean.frances@epa.gov
First-line Supervisor: Denise Boone	First-line Supervisor's Work Phone: 312-886-6217
Proposed Start Date: 04/25/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/14/21</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Project Officer I process State applications for Cooperative Agreement Awards as well as processing Interagency Agreement Awards. I also, manage the Post Award for both the Cooperative Agreement and Interagency Agreement. My work is portable and does not require in-person interface. I can perform my work in its entirety at my Remote Location, with no reassignment of work to other coworkers, and without the need of additional resources.

I am more productive working independently at my Remote Work Location completing my work with no interruptions. I communicate regularly with my supervisor, work colleges internal and external and external clients via phone calls, emails, and Microsoft Office.

I am complying with all terms of the approved Remote Work Agreement, and I can perform my work as effectively from my Remote Work Location, successfully meeting all Agency mission and operational goals. I have successfully processed State Cooperative Agreement applications on time with the State receiving their Award within the Agencies 60-day timeframe while completing the entire process working at my Remote Work Location.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: FRANCES DEAN	Digitally signed by FRANCES DEAN Date: 2022.03.23 14:57:20 -05'00'	Date:
Supervisor's Signature: DENISE BOONE	Digitally signed by DENISE BOONE Date: 2022.03.23 15:14:16 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:56:12 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: D Matthew Didier	Job Title & Grade: Environmental Protection Specialist GS-13
AAship/Region and Division: Region 5, LCARD	Address of Official Agency Worksite: 77 West Jackson, Chicago, IL 60430
Employee's Work Phone: 312-353-2112	Employee's Work E-mail Address: didier.matthew@epa.gov
First-line Supervisor: Julie Magee	First-line Supervisor's Work Phone: 312-886-6063
Proposed Start Date: 4/10/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/18/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached document

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: D DIDIER	Digitally signed by D DIDIER Date: 2022.01.18 20:01:41 -06'00'	Date:
Supervisor's Signature: JULIE MAGEE	Digitally signed by JULIE MAGEE Date: 2022.01.31 07:58:23 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.02.16 10:11:25 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Didier, Matthew – Remote Work Attachment

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

All my duties can be performed as effectively from the Remote Work Location (RWL) as the Official Agency worksite. My duties as a project officer and EPA contact for brownfield grants are listed below. I've noted the Critical Element (CE) from my PARS Performance Agreement that is associated with each duty.

Administration of cooperative agreements (grants) – CE2,

Maintain significant involvement in the implementation of grants (significant involvement is defined in EPA cooperative agreement terms and conditions) – CE1,

Maintain regular and effective communication with contacts from the grantee organizations – CE1 and 3,

Review of grant proposals – CE1,

Respond to ad hoc requests for briefings, success stories, significant activities, FOIA requests, etc – CE3

Establish and maintain working relationships with EPA personnel and important external stakeholders – CE3

Complete Administrative Tasks – C3

Administration of cooperative agreements is all handled using electronic databases or document processing systems. New grants are awarded using NGGS. Existing grants are monitored by reviewing reports submitted via ACRES and completing programmatic reviews in NGGS. Expiring grants are closed via email submission of signable PDF forms. Guidance documents, training, and other educational resources needed to fulfill these duties are available on-line. All these necessary systems and resources can be accessed from an RWL as effectively as from the official worksite.

Significant Involvement in the implementation of grants is done via review and approval of documents submitted electronically by the grant recipients. Any guidance from the national program needed for those reviews is provided via email or posted on the Agency website. All these necessary systems and resources can be accessed from an RWL as effectively as from the official worksite. Any assistance from co-workers that would be helpful in these reviews can be obtained via email, phone, and MS Teams exchanges. Any issues for management that arise during these reviews can similarly be resolved using electronic communications.

All communication with grant recipients is done electronically or by occasional travel to the grantee's location; recipients are never expected to meet me at my work location (remote or official) to ensure effective communication.

Review and evaluation of grant proposals is done using electronic documents which are submitted via email. All guidance documents and training necessary to prepare for the reviews is available online or via Agency webinars. All these necessary documents and resources can be accessed from a RWL as effectively as from the official worksite. Questions for co-workers that may arise during the proposal reviews can be asked using email, phone, the MS Teams exchanges.

Ad hoc requests for information (briefings, success stories, significant activity reports...) are completed via email and may be supplemented with phone calls or MS Teams meetings. Documents that I may be asked to identify in response to a FOIA request are available on the EPA Sharepoint or are housed in Agency record centers; they are equally available to FOIA officers whether I'm working from an RWL or an official worksite.

Maintaining working relationships with co-workers and supervisors can be as effectively accomplished from a RWL and an official worksite. Email, phone conversations, and the MS Teams platform allow me to share program knowledge and consult with EPA staff without being present in an office. Specifically, participating in staff meetings can be done effectively from a remote worksite; in fact, brownfield program staff have been participating in regular staff meetings from remote locations since long before the Covid pandemic forced all meetings to be virtual. The quality and means of communicating with external customers are the same from a remote or official workstation. And occasional travel from my RWL to make presentations or provide technical assistance at conferences and meetings across the Region would be no less frequent and cost no more than making the same trips from the official workstation.

All administrative tasks such as time reporting, training, and performance reviews are completed using EPA maintained electronic system such as People Plus and FedTalent. All these necessary systems and the training or instruction for using them can be accessed from an RWL as effectively as from the official worksite. And technical support for the administrative systems (such as helplines) are as available from a remote worksite and they are from an official worksite.

I have reviewed each requirement and expectation listed in my PARS Critical Elements and believe I am able to meet them just as effectively from an RWL as I would from the official worksite.

My working from a RWL would in no way diminish the Agency's ability to accomplish its mission and meet its goals. None of the "Duties Not Suitable for Remote Work" listed on page 7 of the EPA's Remote Work Policy (Order 3110.32A) are applicable to my position. And there are no files or equipment housed at the official worksite that I need to complete my duties.

Additionally, the agency would incur no appreciable costs should I perform all duties from the proposed RWL. My RWL is within the Chicago commuting area so locality pay will not change. The only cost associated with returning to the official worksite would be the price of a round trip train ticket, currently

\$6.50. No relocation costs or undue delay would be incurred should I be recalled to the official worksite because the RWL is already in the Chicago commuting area.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Chrystal Brantley	Job Title & Grade: Physical Scientist GS12
AAship/Region and Division: R5/SEMD	Address of Official Agency Worksite: 77 W Jackson Blvd. Chicago IL. 60604
Employee's Work Phone: 312-353-5776	Employee's Work E-mail Address: brantley.chrystal@epa.gov
First-line Supervisor: Denise Boone	First-line Supervisor's Work Phone: 312-886-6217
Proposed Start Date: On return to office for Bargaining Unit Employees	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>9/30/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a Site Assessment Manager. My work is portable and can be performed equally effectively at my alternative work location as the Agency office. It will not require reassignment of work to other staff. I rarely require access to in-office resources. I have reliable internet and phone service to attend meetings and trainings. I communicate with my supervisors, colleagues, states and stakeholders by email, phone, and Microsoft Team Meetings. The majority of my work revolves around reviews of reports and sample analyses submitted by Region 5 states. I have the software to digitally sign reports. Records are available online for site and FOIA reviews.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

If allowed to Remote Work, it will benefit the government through cost reduction. As of now, moving out the Chicago Locality Pay area will result in a savings of \$9,457 annually for the government. It will also decrease the amount of office

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Brantley, Chrystal	Digitally signed by Brantley, Chrystal Date: 2022.03.01 14:49:54 -06'00'	Date: 3/1/2022
Supervisor's Signature: DENISE BOONE	Digitally signed by DENISE BOONE Date: 2022.03.01 17:51:11 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.17 13:33:37 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.


I am a Site Assessment Manager. My work is portable and can be performed equally effectively at my alternative work location as the Agency office. It will not require reassignment of work to other staff. I rarely require access to in-office resources. I have reliable internet and phone service to attend meetings and trainings. I communicate with my supervisors, colleagues, states and stakeholders by email, phone, and Microsoft Team Meetings. The majority of my work revolves around reviews of reports and sample analyses submitted by Region 5 states. I have the software to digitally sign reports. Records are available online for site and FOIA reviews.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

If allowed to Remote Work, it will benefit the government through cost reduction. As of now, moving out the Chicago Locality Pay area will result in a savings of \$9,457 annually for the government. It will also decrease the amount of office space and equipment needed at the EPA office located at 77 W Jackson Blvd, Chicago, IL. Another benefit will be the reduction of my carbon footprint from commuting and traveling to visit family every 4-6 weeks.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Saray Cubacub	Job Title & Grade: Contract Specialist/GS-13
AAship/Region and Division: Region 5/Mission Support Division	Address of Official Agency Worksite: 77 W Jackson Blvd
Employee's Work Phone: 312-353-1518	Employee's Work E-mail Address: Cubacub.Saray@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date:	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-353-1518	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center;">  2/14/2022 </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

- My work can be performed at least equally effectively at the alternative work location as the Agency office
- I rarely require access to in-office resources
- There are no disruption to internal and external communications
- My duties do not require in-person interface with managers/colleagues

My duties include:

- Reviewing and Report writing
- Analytical work
- Telephone intensive tasks and virtual meetings
- Computer technology-oriented tasks
- Online training

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SARAY CUBACUB	Digitally signed by SARAY CUBACUB Date: 2022.02.14 15:50:22 -06'00'	Date:
Supervisor's Signature: Dolan, Sheila	Digitally signed by Dolan, Sheila Date: 2022.03.15 15:56:29 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.24 07:54:53 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Darrel Harmon	Job Title & Grade: Special Assistant - GS-15
AAship/Region and Division: Region 5 ORA	Address of Official Agency Worksite: 77 West Jackson Blvd, Chicago Illinois 60404
Employee's Work Phone: 312-886-3890	Employee's Work E-mail Address: harmon.darrel@epa.gov
First-line Supervisor: Alan Walts	First-line Supervisor's Work Phone: 312-353-8894
Proposed Start Date: August 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All activities are fully portable - CE1 - Implementation of statutory authorities in Indian country, CE2 - Facilitate interactions with federally recognized tribal governments, and CE3 - Provide expert assistance within TMPO, Region 5 and Indian country. Regular duties are fully portable including participating in regular calls and meetings including RIWG and RTOC (also national calls and meetings with Regional Indian Coordinators and Tribal Program Managers), support consultation, review grant and funding packages, review TAS packages, conduct site visits, maintain contact information, support and participate in MNTEC meetings (currently virtual but in-person attendance will be at a savings to the government), support ETEP development, implementation and tracking, cooperate with liaisons and Project Officers, support tribal leadership organizations (in-person when needed would be at a savings to the government), FOIA requests and other data calls, periodic reports and summaries of activities, events and recommendations, and support inter-agency efforts, training and advance tribal goals are all fully portable and may be at increased effectiveness and lower cost due to work location closer to tribal lands. Travel requirements will not change but closer location will offer savings to the

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Harmon, Darrel <small>Digitally signed by Harmon, Darrel Date: 2022.04.06 13:38:14 -05'00'</small>	Date:
Supervisor's Signature: Walts, Alan <small>Digitally signed by Walts, Alan Date: 2022.06.06 10:32:48 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.06.21 09:56:36 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.


Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Harmon, Darrel – Remote Work Text

All activities are fully portable - CE1 - Implementation of statutory authorities in Indian country, CE2 - Facilitate interactions with federally recognized tribal governments, and CE3 - Provide expert assistance within TMPO, Region 5 and Indian country. Regular duties are fully portable including participating in regular calls and meetings including RIWG and RTOC (also national calls and meetings with Regional Indian Coordinators and Tribal Program Managers), support consultation, review grant and funding packages, review TAS packages, conduct site visits, maintain contact information, support and participate in MNTEC meetings (currently virtual but in-person attendance will be at a savings to the government), support ETEP development, implementation and tracking, cooperate with liaisons and Project Officers, support tribal leadership organizations (in-person when needed would be at a savings to the government), FOIA requests and other data calls, periodic reports and summaries of activities, events and recommendations, and support inter-agency efforts, training and advance tribal goals are all fully portable and may be at increased effectiveness and lower cost due to work location closer to tribal lands. Travel requirements will not change but closer location will offer savings to the government. Tribal College support activities are fully portable. RWL is closer to tribal governments and will offer enhanced interaction and support at lower cost to the government due to shorter travel distances to meet tribal governments.

Over the last two years I have demonstrated the ability to successfully perform all PARS duties from a remote location and **Ex. 6 Personal Privacy (PP)** Not only will approval of this application meet all performance objectives, it will not diminish the Agency's ability to accomplish it's mission and meet it's operational goals, and will likely enhance them by providing increased contact and improved relationships with tribal governments and decreased travel time and cost.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Keith Fusinski	Job Title & Grade: Toxicologist GS-13
AAship/Region and Division: Region 5 LSASD	Address of Official Agency Worksite: 2565 Plymouth Rd. Ann Arbor MI 48105
Employee's Work Phone: 734-214-4903 / 312-802-1409 (EPA cell)	Employee's Work E-mail Address: fusinski.Keith@epa.gov
First-line Supervisor: Timothy Prendiville	First-line Supervisor's Work Phone: 312-886 5122
Proposed Start Date: ASAP	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-802-1409 (EPA cell)	Alternate Phone Number (if available): <div style="border: 1px solid black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center; font-size: 1.2em;">  </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>6/15/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

For the past two years of working flexplace, I have had no issues completing my work products in a timely manner.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My work is 100% portable

Approval/Disapproval (attach documentation):

- ☒ Approved
- ☐ Disapproved (cite reason(s) below)

Employee's Signature:

[Handwritten Signature]

Date:

1/19/2022

Supervisor's Signature:

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.02.18 12:59:42 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kristen D Faulhaber	Job Title & Grade: Environmental Protection Specialist-13
AAship/Region and Division: Region 5/ Water	Address of Official Agency Worksite: 77 W. Jackson Blvd Chicago IL 60604
Employee's Work Phone: 312-353-4378	Employee's Work E-mail Address: faulhaber.kristen@epa.gov
First-line Supervisor: Daniel Cozza	First-line Supervisor's Work Phone: 312-886-7252
Proposed Start Date: 02/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <i>Kristen Faulhaber</i>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/15/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties consist of negotiating work plans, performance partnership agreements, creating and reviewing funding recommendations and commitment notices, planning state joint evaluations, managing grants and tracking funding for the Region 5 Water Division Section 1. I have effectively performed all of these duties for the past 22 months during the pandemic from an alternate work location. I have effectively communicated with colleagues throughout the agency and grantees by phone, Outlook, Teams and SharePoint. I am able to access all systems I need and use on a daily basis (NGGS, GRTS, Compass, etc) remotely. There are no systems or activities which cannot be done remotely and which would require a regular presence in the office.

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below) See Attachment

Employee's Signature: KRISTEN
FAULHABER

Digitally signed by KRISTEN
FAULHABER
Date: 2022.01.27 16:06:55 -06'00'

Date:

Supervisor's Signature:

Daniel J. Cozza

Digitally signed by Daniel J. Cozza
Date: 2022.02.01 15:00:02 -06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by
CHERYL NEWTON
Date: 2022.03.02
12:22:21 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lance Haman	Job Title & Grade: 1102 Contract Officer GS12
AAship/Region and Division: Region 5	Address of Official Agency Worksite: 77 W. Jackson Blvd.
Employee's Work Phone: 312-353-1505	Employee's Work E-mail Address: Haman.Lance@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date: 3/11/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-353-1505	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/12/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

remote training taken during live training in January. Currently have been working full time from home via telework during COVID 19 since starting at the EPA in July of 2022 without issue. Will continue to accomplish the mission and operational goals set forth by the EPA while conducting my duties as an 1102.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LANCE HAMAN <small>Digitally signed by LANCE HAMAN Date: 2022.03.03 12:52:31 -06'00'</small>	Date: 3/3/2022
Supervisor's Signature: Dolan, Sheila <small>Digitally signed by Dolan, Sheila Date: 2022.03.15 16:19:22 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.24 07:56:39 -05'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Prentiss Dixon	Job Title & Grade: Contract Specialist GS-12
AAship/Region and Division: Region Mission Support Division	Address of Official Agency Worksite: 77 W Jackson Boulevard
Employee's Work Phone: 312-353-3544	Employee's Work E-mail Address: dixon.prentiss@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date: 3/1/2023
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): NA
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been successfully working from my home office the same as my in work office pre-pandemic. Example of my work duties include processing simplified acquisitions ranging from Region 5 Information technology and Laboratory requirements to Construction based acquisitions.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Prentiss Dixon <small>Digitally signed by Prentiss Dixon Date: 2022.03.17 09:56:08 -05'00'</small>	Date: 3/16/2022
Supervisor's Signature: Dolan, Sheila <small>Digitally signed by Dolan, Sheila Date: 2022.03.23 16:17:33 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.29 14:49:56 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Felicia L Gaines	Job Title & Grade: Environmental Protection Specialist, GS-12
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 West Jackson Boulevard, Chicago, Illinois 60604, WS-15J
Employee's Work Phone: 312-886-0139	Employee's Work E-mail Address: gaines.felicia@epa.gov
First-line Supervisor: Daniel Cozza	First-line Supervisor's Work Phone: 312-886-7252
Proposed Start Date: March 27, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1-28-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have successfully participated in working telework at an alternate work location for many years prior to the pandemic without compromising work ethics, or integrity or efficiency in performing work activities. I have effectively performed my duties working full-time telework from an alternate work location during the 2 years of the pandemic. I work well independently and do not require daily monitoring. I work well with others and have effectively communicated with customers and co-workers/peers throughout the agency via phone, emails, Teams, Zoom, phone, and Sharepoint. My duties consist of, but not limited to: Negotiating performance plans and budgets for grants, construction project plans for Interagency Agreements (IA) and assisting in developing Performance Based Acquisitions and Performance Work Statements for contracts as a COR; Prepare and manage funding packages for award of grants, IAs and contracts; Permits Branch/UIC Section: Manage and track the annual and supplemental funding. Preparing all necessary documents and funding vehicles to accomplish the program's goals and overall mission; Managing and tracking funding for programs other than grants; Review and prepare comments for reports, managing funded projects and review and approval of

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: FELICIA GAINES <small>Digitally signed by FELICIA GAINES Date: 2022.03.01 14:46:40 -06'00'</small>	Date:
Supervisor's Signature: Daniel J. Cozza <small>Digitally signed by Daniel J. Cozza Date: 2022.03.02 10:56:46 -06'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.15 07:43:41 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature FELICIA GAINES Digitally signed by FELICIA GAINES Date: 2022.02.25 08:11:14 -06'00' Supervisor Signature _____

Certificate of Completion

For:
Telework Fundamentals - Employee Training

Presented to:
Felicia L Gaines

January 28, 2022



Gaines, Felicia – Remote Work Text

I have successfully participated in working telework at an alternate work location for many years prior to the pandemic without compromising work ethics, or integrity or efficiency in performing work activities. I have effectively performed my duties working full-time telework from an alternate work location during the 2 years of the pandemic. I work well independently and do not require daily monitoring. I work well with others and have effectively communicated with customers and co-workers/peers throughout the agency via phone, emails, Teams, Zoom, phone, and Sharepoint. My duties consist of, but not limited to: Negotiating performance plans and budgets for grants, construction project plans for Interagency Agreements (IA) and assisting in developing Performance Based Acquisitions and Performance Work Statements for contracts as a COR; Prepare and manage funding packages for award of grants, IAs and contracts; Permits Branch/UIC Section: Manage and track the annual and supplemental funding. Preparing all necessary documents and funding vehicles to accomplish the program's goals and overall mission; Managing and tracking funding for programs other than grants; Review and prepare comments for reports, managing funded projects and review and approval of invoices; and Monitor projects and funding for grants, IAs and Contracts/Task Orders.

I have access to all systems and databases that are required for me to perform my daily assigned duties, remotely. There are no systems or activities that cannot be performed and/or accessed remotely or in which require a regular presence in the office. All duties within my job description can be performed remotely without compromising integrity, effectiveness and efficiency.

Benefits to the Government: Remote working will provide a cost savings in energy, utilities/electrical, phone service line and occupied space cost to the agency. Higher levels of integrity, which results in better efficiency in performing activities. An environment with less (unnecessary) interruptions and less noise, which results in much better effective use of time. Less stress and distractions provide for a healthier environment that promotes positive energy that contributes to achieving the regions missions within the Strategic Plan and to customers.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Micah Bennett	Job Title & Grade: Life Scientist, GS12
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: Streator, IL
Employee's Work Phone: 312-886-7946	Employee's Work E-mail Address: bennett.micah@epa.gov
First-line Supervisor: Timothy Elkins	First-line Supervisor's Work Phone: 312-886-0263
Proposed Start Date: 11/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>05/22/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

[The Modification Request involves no change in job duties and new address remains within Locality Pay Area and Local Commuting Area. Text below copied from existing approved Remote Work Agreement.] All of my work is fully portable, does not require access to in-office resources, and does not require routine in-person interface with management/colleagues. My day-to-day duties can be completed effectively via remote work including discussion/coordination/briefing via email and telephone, reviewing and editing electronic documents, participating in teleconferences and webinars, etc. None of my duties will be assigned to other staff as a result of remote work approval.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) have effectively maintained connections with internal and external colleagues and management throughout this two-year period, showing that I can meet the operational goals and accomplish the mission of my position and section

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

MICAH BENNETT

Digitally signed by MICAH BENNETT
Date: 2022.11.16 10:32:50 -06'00'

Date:

11/16/2022

Supervisor's Signature:

TIMOTHY ELKINS

Digitally signed by TIMOTHY ELKINS
Date: 2023.01.04 20:23:07 -06'00'

Date:

1/4/2023

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL NEWTON
Date: 2023.01.06 11:09:22 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Micah, Bennett – Remote Work Text

[The Modification Request involves no change in job duties and new address remains within Locality Pay Area and Local Commuting Area. Text below copied from existing approved Remote Work Agreement.]

All of my work is fully portable, does not require access to in-office resources, and does not require routine in-person interface with management/colleagues. My day-to-day duties can be completed effectively via remote work including discussion/coordination/briefing via email and telephone, reviewing and editing electronic documents, participating in teleconferences and webinars, etc. None of my duties will be assigned to other staff as a result of remote work approval. I have been accomplishing all my work remotely for two years during the pandemic and

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I have effectively maintained connections with internal and external colleagues and management throughout this two-year period, showing that I can meet the operational goals and accomplish the mission of my position and section within Water Division. This provides a track record of performance of duties without close in-person supervision, and shows that I have access to necessary remote technology to perform my duties. Given the complete portability of my work and my track record of accomplishing my duties remotely, approval of my application will in no way diminish the ability of Agency to accomplish its mission or meet operational goals.

Further, my remote work status will save the Agency resources spent on transit subsidies and reduce fossil fuel usage from personal vehicles driven to and from transit locations. Additionally, if I am recalled due to Agency discretion, only normal transit costs would be expended by the Agency since my RWL is located within the local commuting area.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Stephanie Davis	Job Title & Grade: Environmental Protection Specialist/Project Officer GS-11
AAship/Region and Division: Region 5/GLNPO/PAOS	Address of Official Agency Worksite: 77 W. Jackson Blvd.Chicago, IL 60604
Employee's Work Phone: (312)886-0219	Employee's Work E-mail Address: davis.stephanie@epa.gov
First-line Supervisor: Sharon Jaffess	First-line Supervisor's Work Phone: (312)353-0536
Proposed Start Date: 5/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/24/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>I started as a Project Officer with the Great Lakes National Program Office in January 2020, just a couple of months before the office shut-down due to COVID-19. Despite the office's shut-down, the Agency's accelerated efforts in bolstering IT services have made it possible for me to thrive as a newer employee. All of my work activities, including those deemed most essential (critical job elements) in my performance plan have been successfully performed.</p> <p>Ex. 6 Personal Privacy (PP) Specifically, critical elements 1 and 2, performance of grant and interagency agreement PO duties require the use of existing (and recently updated/enhanced) software systems (NGGS, IGMS – soon changing to the government-wide G-invoicing, EAGL, COMPASS, GRIP, COMPL). All grant pre-award, post-award, and close out utilize (and are reliant) on the Agency's software systems which are 100% accessible remotely; the physical location of the user is not relevant. The Section I'm assigned to also uses its own SharePoint virtual locations to allow all POs and our supervisor and manager to collaboratively track our grant pre-award activities. It has been a very helpful tool and it would be equally useful whether a PO is in the official agency worksite or at an AWL. With respect to</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>STEPHANIE DAVIS</p> <p><small>Digitally signed by STEPHANIE DAVIS Date: 2022.04.05 08:39:45 -05'00'</small></p>	<p>Date:</p> <p>4/5/2022</p>	
<p>Supervisor's Signature:</p> <p>SHARON JAFFESS</p> <p><small>Digitally signed by SHARON JAFFESS Date: 2022.04.12 13:51:03 -05'00'</small></p>	<p>Date:</p> <p>4/12/2022</p>	
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p> <p><small>Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:05:47 -05'00'</small></p>	<p>Date:</p>	
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I started as a Project Officer with the Great Lakes National Program Office in January 2020, just a couple of months before the office shut-down due to COVID-19. Despite the office's shut-down, the Agency's accelerated efforts in bolstering IT services have made it possible for me to thrive as a newer employee.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

grant and interagency agreement PO duties require the use of existing (and recently updated/enhanced) software systems (NGGS, IGMS – soon changing to the government-wide G-invoicing, EAGL, COMPASS, GRIP, COMPL). All grant pre-award, post-award, and close out utilize (and are reliant) on the Agency's software systems which are 100% accessible remotely; the physical location of the user is not relevant. The Section I'm assigned to also uses its own SharePoint virtual locations to allow all POs and our supervisor and manager to collaboratively track our grant pre-award activities. It has been a very helpful tool and it would be equally useful whether a PO is in the official agency worksite or at an AWL

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

my experience as a newer employee that started just before the COVID-19 office shutdown – I have not had any issues continuing the relationships I made during my first two months and have built many new ones during the course of the pandemic shut down. I regularly converse with my supervisor and colleagues through email, TEAMS meetings, and regular telephone calls. All of my work is executed through Agency software and communications are effective with my EPA colleagues and all of my external customers. The communication technologies used are the same regardless of my physical location with those external customers. With respect to my EPA colleagues, MS TEAMS has work very well and I do believe my communication is effective no matter my physical location –

Ex. 6 Personal Privacy (PP)

I have been able to communicate with customers within 24 hours, if not sooner. My calendar is kept up-to-date. As a new employee I can attest that remote work has been successful for me. I've learned my job, worked closely with my supervisor and team members (PAOS) as well as with colleagues inside and outside my Division. I find that working from my home has allowed me to focus and concentrate fully on my work and

Ex. 6 Personal Privacy (PP)

enhances my productivity and performance. With remote work, no transit subsidy costs are necessary and no office space is required providing an added benefit to the government and though I understand I can be called into the office by my supervisor for a mission need, I believe that would be rare. Finally, all of my correspondence is electronic with external customers (and internal customers) and all of my work are electronic.

The benefits to the EPA for allowing remote work include: no transit subsidy which I would need if I went into the office, space saving in the office, and the slight decrease in electricity usage and water use.

Working at a remote location has not and will not diminish my ability to meet agency's goals, accomplish the mission and meet operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement


Employee Name: Christopher Hauswirth	Job Title & Grade: Writer-Editor & GS-11
AAship/Region and Division: Region 5, ORA, ECO	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-6254	Employee's Work E-mail Address: hauswirth.christopher@epa.gov
First-line Supervisor: Allison Lippert	First-line Supervisor's Work Phone: 202-564-2705
Proposed Start Date: June 27, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3.9.22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working remote since being hired in November 2020. I was hired (redacted) and have been successfully performing my duties as a writer-editor in a remote capacity for more than a year and a half. I have been able to successfully complete my duties through collaboration tools such as Microsoft Teams, sometimes Zoom or phone calls. All of my work has been completely electronic and has not required any paper records. In the 19 months I've worked 100% remote, I've received 18 "ORA Weekly/Monthly Shout Outs", seven Shooting Stars, and was a recent recipient of the Council of Operational Excellence award. I have been able to complete my tasks in a virtual environment without any hardship. I will continue to be a team player and work diligently to advance the mission here in the Region. I currently hold virtual coffee talks with team members, I volunteer for collateral duties, and I seek mentorship opportunities. I am able to balance a MaxiFlex schedule around my (redacted) so I can be fully present for my teammates. It was because of these teammates I was excitedly optimistic to try to have a telework schedule and come into the office twice a pay period. However, teleworking twice a pay period has been more of a hindrance to my productivity than I anticipated. Transitioning

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: C. Hauswirth	Digitally signed by C. Hauswirth Date: 2022.06.27 13:18:17 -05'00'	Date:
Supervisor's Signature: 	JOHN KELLEY 2022.06.27 13:41:24 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.07.07 12:17:39 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Hauswirth, Christopher – Remote Work Text

I have been working remote since being hired in November 2020. I was hired(redacted) and have been successfully performing my duties as a writer-editor in a remote capacity for more than a year and a half. I have been able to successfully complete my duties through collaboration tools such as Microsoft Teams, sometimes Zoom or phone calls. All of my work has been completely electronic and has not required any paper records. In the 19 months I've worked 100% remote, I've received 18 "ORA Weekly/Monthly Shout Outs", seven Shooting Stars, and was a recent recipient of the Council of Operational Excellence award. I have been able to complete my tasks in a virtual environment without any hardship. I will continue to be a team player and work diligently to advance the mission here in the Region. I currently hold virtual coffee talks with team members, I volunteer for collateral duties, and I seek mentorship opportunities. I am able to balance a MaxiFlex schedule around my (redacted) so I can be fully present for my teammates. It was because of these teammates I was excitedly optimistic to try to have a telework schedule and come into the office twice a pay period. However, teleworking twice a pay period has been more of hindrance to my productivity than I anticipated. Transitioning to a fully remote work schedule will also relieve the stress and burden of these situational requests, which unfortunately have been and will be becoming more frequent. Working remote will allow me to continue to direct my energy towards continuing to support Region 5's mission and operational goals—just as I've been doing since onboarding with the Agency in 2020. Thank you for your ongoing understanding and support.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dwana Harris	Job Title & Grade: Budget Analyst GS-0560-12
AAship/Region and Division: R05	Address of Official Agency Worksite: 77 W. Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: 312-886-2064	Employee's Work E-mail Address: harris.dwana@epa.gov
First-line Supervisor: Steve Sloan	First-line Supervisor's Work Phone: 312-886-1958
Proposed Start Date: TBD by date of re-entry	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I started my position here on 3/1/2020, about two weeks prior to being sent home due to the pandemic. It is safe to say that I have learned to perform the duties expected of me from my alternative work location and have been quite successful. All of my work is portable and I am equipped with the machinery and systems necessary to perform my job functions. I have several open lines of communications including email, Microsoft Teams, and office phone, and cell phone.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I received a shooting stars award from the ECAD Deputy Director highlighting my

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

DWANA HARRIS

Digitally signed by DWANA
HARRIS
Date: 2022.02.25 08:57:43 -06'00'

Date:

02/25/2022

Supervisor's Signature:

STEVEN SLOAN

Digitally signed by STEVEN
SLOAN
Date: 2022.03.07 13:34:47 -06'00'

Date:

3/7/2022

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.03.15 08:21:20 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Harris, Dwana – Remote Work Text

I started my position here on 3/1/2020, about two weeks prior to being sent home due to the pandemic. It is safe to say that I have learned to perform the duties expected of me from my alternative work location and have been quite successful. All of my work is portable and I am equipped with the machinery and systems necessary to perform my job functions. I have several open lines of communications including email, Microsoft Teams, and office phone, and cell phone.

Ex. 6 Personal Privacy (PP)

I have also several verbal and written acknowledgments of my excellence in customer service from section chiefs, deputy directors, and employees in the Water and ECAD divisions. On 9/24/2021 I received a shooting stars award from the ECAD Deputy Director highlighting my attention to detail and rapid response to the needs of the division. I have taken numerous trainings and have become efficient at assisting and/or backing up coworkers with support to their individual departments.

In 2021 my supervisor and manager reached out to our department to seek a volunteer to cover for a co-worker who was accepting a detail position. I stepped forward and took on the extra duties of that employee's division as well as maintained my own. The detail was originally set to last 3 months, but I ended up maintaining the extra duties successfully for about 6 months.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Section 2: For approved schedule please see attached documents

Section 3: For safety checklist please see attached documents

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Zachary Hunt	Job Title & Grade: Environmental Engineer, GS09
AAship/Region and Division: R5, LCRD	Address of Official Agency Worksite: 77 West Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: 312-353-0829	Employee's Work E-mail Address: Hunt.zachary@epa.gov
First-line Supervisor: Gregory Rudloff	First-line Supervisor's Work Phone: (312) 886-0455
Proposed Start Date: 03/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/05/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ZACHARY HUNT	Digitally signed by ZACHARY HUNT Date: 2022.02.10 10:41:13 -06'00'	Date:
Supervisor's Signature: GREGORY RUDLOFF	Digitally signed by GREGORY RUDLOFF Date: 2022.02.10 14:11:29 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:31:26 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I can perform all my duties as effectively from my Remote Work Location as from the Official Agency worksite. All my work is portable, and I have not needed to report to the Agency worksite to accomplish any of my work while I've been working remotely this past year. I'm able to complete the full range of duties associated with being a state technical contact and project manager from a Remote Work Location and reassignment of work or tasks wouldn't be necessary. There has been a paperless office directive and I don't receive mail. I've been able to effectively and efficiently communicate with the contractors, States and Tribes I work with and every submission I've received has been completed electronically. Additionally, an E-Sign application has been developed to route documents that need signatures and concurrence. My position does not require in-person interface with management officials or other colleagues on a routine basis as our section meets twice weekly through Microsoft Teams where we are able to collaborate and work together. I have a demonstrated track record of being successful without close in-person supervision as I've been working remotely this past year and [REDACTED]

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) As a section, we've proven to be successful working remotely through meeting our cleanup goal with 3 cleanups completed this past FY. The technology needed to perform my duties is available and fully functional with my DELL laptop and excellent tech support that can be requested remotely through 3-HELP. I intend to fully comply with the terms of my Remote Work Agreement.

In addition, approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operation goals. EPA's mission of protecting human and environmental health is supported through the approval of my Remote Work Location request as I will not have to commute to the Agency worksite and would consequently reduce my carbon footprint. EPA's ability to complete its operational goals would also be supported through the approval of my Remote Work Location request as there would be a cost-savings through no longer needing a transit benefit and no longer needing a physical workspace at the Agency worksite.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Entzminger	Job Title & Grade: Environmental Protection Specialist, GS-0028-13
AAship/Region and Division: US EPA, Region 5, SEMD	Address of Official Agency Worksite: 77 West Jackson Boulevard, Chicago, IL 60604
Employee's Work Phone: 312-886-4062	Employee's Work E-mail Address: entzminger.james@epa.gov
First-line Supervisor: Michael Hans	First-line Supervisor's Work Phone: 312-353-5050
Proposed Start Date: March 28, 2020	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/14/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I conduct investigations into CERCLA and EPCRA release reporting and inventory reporting primarily in MN, MI, and OH. The work that I perform supports EPA's mission and goals. My level of effort and output has not changed since working 100% remote during the COOP and this level of effort will continue. I access the National Response Center's database through the Internet; generate information requests and initiate investigations; review the documents gathered as part of the investigation; and decide on the next steps after reviewing the documents. I share the documents via email and Share Point with co-workers. The documents that I need to perform my work are available on One Drive or Share Point. I communicate with my co-workers via email, Teams meetings, and phone calls on a regular basis. I am available to answer questions from co-workers, state partners, the regulated community, and concerned citizens. I have set my EC-500 for my work phone number to be routed to my home phone as a communication strategy. The workflow and records management are consistent with EPA policy. I maintain my time and attendance logs and keep my supervisor apprised of my accomplishments and work on projects. Approval of this RWL will not diminish EPA's mission or operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JAMES ENTZMINGER	Digitally signed by JAMES ENTZMINGER Date: 2022.03.22 12:44:03 -05'00'	Date:
Supervisor's Signature: MICHAEL HANS	Digitally signed by MICHAEL HANS Date: 2022.03.28 11:31:11 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.11 07:41:51 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Janice Huang	Job Title & Grade: IT Specialist, Grade 13
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 W Jackson Blvd. WS-15J, Chicago, IL 60604
Employee's Work Phone: 773-841-7797	Employee's Work E-mail Address: huang.janice@epa.gov
First-line Supervisor: Krista McKim	First-line Supervisor's Work Phone: 312-353-8270
Proposed Start Date: 1/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 773-841-7797	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 26, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My PC-DOC duties-- providing IT support, managing IT administrative tasks, developing Microsoft solutions-- can all be performed effectively from a remote work location using Microsoft tools such as SharePoint, Teams, Forms, etc

- Screensharing via Teams allows me to remotely support WD users with PC problems in a timely fashion. The users can show the issues they are experiencing, and then I resolve it by giving directions or by taking control of their screen. If I cannot solve the problem, I take screen captures to send to 3HELP that help articulate the problem. Assisting users remotely is also more healthful in that the users and I do not have to share keyboards and mice, nor do I have to stand right above them in order to see the text on their screen.

- IT administrative tasks and processes are built on Teams and SharePoint, both which can be accessed remotely. The "R5 PC DOCs" team on Teams has given PC-DOCs the ability to quickly coordinate and communicate with each other and with IMB. In addition, by being an active member of the Agency's "Office 365 Tech Forum" team, I communicate with experienced developers from all Regions which has helped me solved numerous IT problems with much greater efficiency than relying on support in the office.

- On the occasion that there are short-term tasks required by WD or IMB that entail going into the office, I am willing to go into the office until the task is completed.

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature: Huang, Janice Digitally signed by Huang, Janice Date: 2022.01.27 16:31:04 -06'00'	Date:
Supervisor's Signature: KRISTA MCKIM Digitally signed by KRISTA MCKIM Date: 2022.02.01 15:09:08 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON Digitally signed by CHERYL NEWTON Date: 2022.02.18 11:15:09 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Richard Angelbeck	Job Title & Grade: Environmental Scientist, GS12
AAship/Region and Division: Region 5, Air Division	Address of Official Agency Worksite: 77 W. Jackson Blvd. Chicago, IL 60602
Employee's Work Phone: 312/886-9698	Employee's Work E-mail Address: angelbeck.richard@epa.gov
First-line Supervisor: Genevieve Damico	First-line Supervisor's Work Phone: 312-353-4761
Proposed Start Date: 5/2/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

We've been doing remote work for over two years and it's been effective by using MS Teams for video-conferencing and communications have went well. There is no drop off of productivity when doing remote work, thus there will be no problem to accomplish the EPA mission and operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: RICHARD ANGELBECK	Digitally signed by RICHARD ANGELBECK Date: 2022.03.18 14:48:29 -05'00'	Date: 3/18/2022
Supervisor's Signature: GENEVIEVE DAMICO	Digitally signed by GENEVIEVE DAMICO Date: 2022.04.04 14:06:35 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.22 11:22:46 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Karen Jeffries	Job Title & Grade: Environment Protection Specialist(Grants Project Officer)
AAship/Region and Division: U.S. EPA Region 5	Address of Official Agency Worksite: 77 West Jackson Blvd, SRS-6J, Chicago, Ill 60604
Employee's Work Phone: (312)353-9223	Employee's Work E-mail Address: Jeffries.Karen@epa.gov
First-line Supervisor: Denise Boone	First-line Supervisor's Work Phone: (312) 886-6217
Proposed Start Date: 02/12/2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (312) 353-9223	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/16/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I continued performing my duties, while transitioning into a new position as an Environmental Protection Specialist (Grants Project Officer). Throughout the Covid pandemic my work assignments were performed and still can be effectively accomplished at a remote work location (RWL). Retrospectively throughout 2021 - 2023, working remote has allowed me to conduct Project Officer duties such as managing and processing grants awards (State and Tribal), mentor a new employee, as well as the ability to continue to work independently, collaborate with co-workers and be successful in completing tasks on time.

Ex. 6 Personal Privacy (PP) Remote work would also save the EPA space and money as it would require one less desk in the office as well as having one less travel expense to work. Rather than spending about 2 hours a day in commute, I could

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

KAREN JEFFRIES

Digitally signed by KAREN
JEFFRIES
Date: 2023.01.09 15:28:43 -06'00'

Date:

Supervisor's Signature:

DENISE BOONE

Digitally signed by DENISE
BOONE
Date: 2023.01.10 08:48:42 -06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2023.01.27 11:07:00 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I continued performing my duties, while transitioning into a new position as an Environmental Protection Specialist (Grants Project Officer). Throughout the Covid pandemic my work assignments were performed and still can be effectively accomplished at a remote work location (RWL). Retrospectively throughout 2021 - 2023, working remote has allowed me to conduct Project Officer duties such as managing and processing grants awards (State and Tribal), mentor a new employee, as well as the ability to continue to work independently, collaborate with co-workers and be successful in completing tasks on time. **Ex. 6 Personal Privacy (PP)** Remote work would also save the EPA space and money as it would require one less desk in the office as well as paying one less travel expense to work. Rather than spending about 2 hours a day in commute, I could use this time planning and executing my work strategy.

Additionally, working in an environment free of distractions ensures my work is more accurate. A distract free environment allows me to complete task faster and more efficiently which has a positive impact on the final work products. There will be no foreseen disruption to communication with internal or external clients/customers (e.g., state). My position does not require in-person interface with management officials or other colleagues on any routine basis. During the current maximum telework, I have continued to perform my assigned work without disruption. Essential technology, i.e., a phone, laptop, software including Teams required to perform my work duties are readily available and fully functional. Approving the RWL would not require reassignment of current work or tasks to other staff because there will be no change in assignments or tasks. As of this today, I have successfully accomplished my work assignments via the utilization of RWL.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kaushal Gupta	Job Title & Grade: Government Information Specialist, GS-13
AAship/Region and Division: Region 5, Office of Regional Counsel	Address of Official Agency Worksite: 77 W. Jackson Blvd (C-14J), Chicago, IL 60604
Employee's Work Phone: (312) 886-6803	Employee's Work E-mail Address: gupta.kaushal@epa.gov
First-line Supervisor: Connie Puchalski	First-line Supervisor's Work Phone: (312) 886-6719
Proposed Start Date: 4/11/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Explanation of Performance while working at Remote Work Location in attachments.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KAUSHAL GUPTA	Digitally signed by KAUSHAL GUPTA Date: 2022.03.21 18:26:11 -05'00'	Date: 3/21/2022
Supervisor's Signature: CONNIE PUCHALSKI	Digitally signed by CONNIE PUCHALSKI Date: 2022.03.22 10:18:58 -05'00'	Date: 3/22/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:54:37 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation of Performance while working at Remote Work Location

All of the employee's work is portable

I have been working in the Region 5 FOIA Office for 7 years, and have been Region 5's Lead FOIA Officer since the April 2019 realignment. All of my work is portable and has been since before the pandemic began. All EPA FOIA requests are submitted to the National FOIA Office as required by regulations. The National FOIA Office then assigns the Region 5 FOIA requests electronically through FOIAonline, which is fully accessible at my requested remote work location (RWL). The other resources I use for my work, such as OneDrive, SharePoint, and EnviroFacts, are also fully accessible at my requested RWL. I have not had to come into the office during the pandemic to carry out my duties as the FOIA Officer.

Tasks or work assignments can be performed at least equally effectively at the RWL

From my requested RWL, I have been fully able to lead our team of FOIA Specialists to ensure that the Region's FOIA requests are properly assigned, coordinated, and reviewed. I have been able to resolve all FOIA-related technical and policy questions from my requested RWL. Throughout the pandemic, I have been able to train and advise the FOIA staff in all of R5's Divisions and Offices from my requested RWL. My work has continued to be timely and properly done; in fact, I have earned several Regional and National recognitions and awards during the pandemic for the work I've done. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Region 5 receives more FOIA requests each year than any other Region, and more than any HQ office except for OCSPP. We also get some of the most complex and far-ranging FOIA requests in the Agency, requiring coordination with other EPA offices and occasionally other government agencies. Nevertheless, I have been able to ensure that these FOIA requests are completed in a timely and correct manner from my requested RWL. During the pandemic, I helped reduce Region 5's FOIA backlog to zero, and the backlog has remained at or near zero ever since.

Approving the RWL would not require reassignment of current work or tasks to other staff

There will be no change in assignments or tasks.

Employee's work rarely requires access to in-office resources.

As detailed above, 100% of my work is portable. The Region 5 FOIA Office no longer has paper records that would require me to come to the office. Our paper records reached their retention time well before the pandemic and were destroyed in accordance with records management regulations and policies.

There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry).

I have been and will continue to be fully able to communicate effectively with internal and external customers, clients, and stakeholders. From my requested RWL, I have even helped citizens who contacted me to report negative FOIA experiences with their local municipalities, and small government bodies which contacted me for advice on starting their own FOIA programs.

The employee's position does not require in-person interface with management officials or other colleagues on any routine basis.

I have been fully able to interface remotely with colleagues and management officials from my requested RWL. No in-person interface has been needed.

The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).

My work does not require close in-person supervision **Ex. 6 Personal Privacy (PP)**

Technology needed to perform duties is available and fully functional.

I have had the technology (laptop, software, cell phone, and internet access) for remote work since long before the pandemic.

The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.

N/A – New Request

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: William H. Johnson, Jr.	Job Title & Grade: Contract Specialist GS 1102 /12
AAship/Region and Division: R5 RMD/AAB Aquisition Branch	Address of Official Agency Worksite: 77 W. Jackson Blvd Chicago IL 60604
Employee's Work Phone: (312) 886-6587	Employee's Work E-mail Address: johnson.william@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: (312)886-6675
Proposed Start Date: 2 May 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Work Number on EC 500 <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12 March 2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have demonstrated during the period of EPA's COOP deployment made necessary by the COVID 19 protocols initiated on 13 March 2020 to the current day, the ability to perform all assigned work duties and responsibilities efficiently and with the same level of effectiveness as I have been able to do in the AAB offices at 77 W. Jackson Blvd. My position of record is Contract Specialist, GS 1102. For the past two -year period, all work and assignments in support of the Agency's mission have proven to be 100% portable work, given the degree of electronic interconnectivity I enjoy at my Alternative Work Location.

I have demonstrated the ability to maintain constant communication with my supervisor, team leader, teammates clients and contractors. in performing my assigned duties as contract specialist. I have demonstrated the ability to meet all PALT timelines and to electronically produce the required documents to accomplish the procurement task at hand. This is facilitated by my own personal high-speed internet and VoIP telephone service that I obtained long before I found it necessary to support teleworking capabilities. I had these services in place for my own personal convenience and have

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: WILLIAM JOHNSON	Digitally signed by WILLIAM JOHNSON Date: 2022.03.14 17:34:01 -05'00'	Date:
Supervisor's Signature: Dolan, Sheila	Digitally signed by Dolan, Sheila Date: 2022.03.23 16:09:29 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.29 14:48:44 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Johnson, William – Remote Work Text

I have demonstrated during the period of EPA's COOP deployment made necessary by the COVID 19 protocols initiated on 13 March 2020 to the current day, the ability to perform all assigned work duties and responsibilities efficiently and with the same level of effectiveness as I have been able to do in the AAB offices at 77 W. Jackson Blvd. My position of record is Contract Specialist, GS 1102. For the past two -year period, all work and assignments in support of the Agency's mission have proven to be 100% portable work, given the degree of electronic interconnectivity I enjoy at my Alternative Work Location.

I have demonstrated the ability to maintain constant communication with my supervisor, team leader, teammates clients and contractors. in performing my assigned duties as contract specialist. I have demonstrated the ability to meet all PALT timelines and to electronically produce the required documents to accomplish the procurement task at hand. This is facilitated by my own personal high-speed internet and VoIP telephone service that I obtained long before I found it necessary to support teleworking capabilities. I had these services in place for my own personal convenience and have gladly integrated these services to support my teleworking experience. The fact that I have been able to telework for the past 2 years and meet all of my Agency assigned tasks have made these services more valuable to me personally.

With my continued remote working flexibility, environmentally focused concerns are advanced by my not contributing to daily commute congestion or the resulting added vehicle emissions, not to mention the cost savings to the Agency by eliminating the regular \$200.00 plus per month transit benefit. By granting permission to continue to remote work, the Agencies goal of reduction in its carbon footprint can be greatly assisted. The ability to continue remote work telework also provides me with the personal ability to respond to work readiness demands with increased flexibility, with earlier starts and later quit times when the workload requires it. All which can be performed with no additional hardship or effort.

Over the past two-year period, I have demonstrated the ability to be available to colleagues, supervisors, and the public to the same extent as if they were at an Official Agency Worksite. I have demonstrated over the last two-year period the ability to accomplish any assigned Agency tasks, and to actively participate in assisting with the accomplishment of the Agency's mission and operational goals.

In readily adapting to the telework environment since March of 2020, I have adapted my teleworking skills and facilities to the point that I can reasonably claim increased productivity and performance, while retaining the ability to return to the Official Agency Worksite with reasonable prior notification to attend any required face -to- face meetings, training, or conferences.

While working remotely, I will claim my residence which is in the local commuting area easily accessible to the METRA train lines used in prior years. I submit that I will be available to be recalled to the Official Agency Worksite with reasonable notice. Complying with the requirement that Remote Work Within Commuting Area employees may be recalled to the Official Agency Worksite generally with no less than 24 hours advance notice will not present a problem.

I completed Telework Training back on 12 March 2020 and submitted the required checklist to assure my proposed Alternative Work Location complies with all requirements. I have submitted a follow up

evaluation on this same location as it has remained unchanged and will for the foreseeable future. If anything, over the ensuing two- year period, I have become more efficient in managing work tasks from my AWL and do not foresee any factors that may impinge my ability to meet all Agency assigned tasks and to provide any required input or work product in assisting the Agency in accomplishing its mission goals.

In my daily remote work routine, I have maintained communication with my supervisor to ensure that there will be no problems or obstacles that may impinge on my ability to perform the work of the organization. I have acted to assure that work is accomplished in an effective and timely manner.

No problems with complying with work standards or assignments exercise with have been encountered in the prior two- year period of remote work. No such problems are anticipated, however in the event any such problem may occur, I have demonstrated the ability to employ Agency or personal resources to contact my supervisor and to keep her apprised of my operating status.

I routinely employ the EPA/Regional/Office policies for information technology security and use of government equipment and materials. I will assert that in my AWL, I can assure and enforce the highest reasonable standards of security, as I protect my government property and documents with the same care I exercise with my own personal belongings. I have demonstrated the ability to stay abreast of any communications regarding Agency announced changes to its operating status, including changes to dismissal and closure procedures. As stated above as my proposed AWL is within ready access to the METRA commuter train lines, and in possessing a personal automobile, I will be available to report to the Official Agency Worksite on a non-routine basis following adequate notice as defined above. As part of my own personal routine, I have been in possession of the technology (high-speed internet, VoIP telephone and my own personal computer to assure that the technology needed to perform duties in my proposed AWL is available and fully functional.

In working from my Alternative Work Location at **Ex. 6 Personal Privacy (PP)** I remain in the local commuting area, and my locality pay remains unaffected.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Meonii Bristol	Job Title & Grade: Contract Specialist 1102; GS-12
AAship/Region and Division: Region 5 ; Mission Support Division	Address of Official Agency Worksite: 77 West Jackson Blvd
Employee's Work Phone: 312-353-4716	Employee's Work E-mail Address: bristol.meonii@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date: March 7, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/30/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Having worked remote for the past two years I have proven that I can perform my duties effectively. I am a high performer who completed 100% of my work assignments by the assigned due date and often well ahead of schedule. I work hard to maintain productive and pleasant work-related relationships by actively responding to emails within 24 hours, as well as participating in conference calls and Microsoft teams calls as needed.</p>		
<p>Ex. 6 Personal Privacy (PP)</p>		<p>Ex. 6 Personal Privacy (PP)</p>
<p>Approval of this request to work remote will help me to continue to fulfill the Agency's ability to accomplish its mission and meets its operational goals, because I am more productive in the remote environment than I was in the office due to less interruptions and unsolicited meetings/discussions from others.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>MEONII BRISTOL</p>	<p>Digitally signed by MEONII BRISTOL Date: 2022.02.17 15:02:32 -06'00'</p>	<p>Date:</p> <p>02/17/2022</p>
<p>Supervisor's Signature:</p> <p>Dolan, Sheila</p>	<p>Digitally signed by Dolan, Sheila Date: 2022.03.15 16:12:28 -05'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.03.25 07:52:32 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Ryan Graydon	Job Title & Grade: Life Scientist - GS12
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 West Jackson Blvd, WG-15J, Chicago, IL 60604
Employee's Work Phone: 312-886-7450	Employee's Work E-mail Address: graydon.ryan@epa.gov
First-line Supervisor: Rita Bair	First-line Supervisor's Work Phone: 312-886-2406
Proposed Start Date: Upon return to work (TBD)	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/19/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have two years of experience with maximum telework (de facto remote work) starting in March 2020 and have successfully accomplished all the duties and responsibilities in my Position Description: **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP): All of my work is portable and would not require reassignment of current work or tasks to other staff. My position does not require routine in-person interface with management or colleagues.

My position's duties of providing scientific and technical analysis to states and branch, regulation implementation, and branch processes and communication can be accomplished via remote work with no decline in performance or disruption in communication. These duties require internal and external communication via conference calls/video calls, which remote work presents no barriers. In fact, employees in the office would still be on these calls, which makes one's physical location irrelevant. I am able to access all work materials online and communicate with my colleagues easily and effectively with my available technology (MS Teams, SharePoint, email, phone). I have and will continue to comply with the terms of my Telework and applied-for Remote Work agreements.

The benefits of my remote work application are my proposed RWL in Oakland County, MI, which is between Detroit, Flint, and Lansing. There is a nearby train line that runs to Union Station in Chicago for any required travel to the Region 5 Office, and there are major airports in Detroit and Flint for any longer distance travel to infrequent in-person meetings, e.g., state file reviews. The nearest EPA office is in Ann Arbor (~60 miles one-way) where I can pick up any items that can't be shipped, which is where I picked up my PIV card. Remote work will also eliminate the expenses of my transit subsidy, reduce my greenhouse gas emissions and improve my work-life balance by eliminating my commute to the office. My proposed RWL is in a different locality pay area, which has a lower locality pay rate by 1.32% and is another financial benefit to the agency.

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

RYAN GRAYDON

Digitally signed by RYAN GRAYDON
Date: 2022.03.01 09:08:08 -06'00'

Date:

March 1, 2022

Supervisor's Signature:

RITA BAIR

Digitally signed by RITA BAIR
Date: 2022.03.01 14:49:17 -06'00'

Date:

March 1, 2022

AA/RA (or designee) Signature:

CHERYL NEWTON

Digitally signed by CHERYL NEWTON
Date: 2022.04.08 13:11:07 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kevin Gaughan	Job Title & Grade: Life Scientist GS-12
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-4069	Employee's Work E-mail Address: Gaughan.Kevin@epa.gov
First-line Supervisor: Mark Ackerman	First-line Supervisor's Work Phone: 312-353-4145
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/20/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>The justification elements required for remote work approval have been addressed in a separate PDF accompanying this application form.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="checked" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>Gaughan, Kevin</p>	<p>Digitally signed by Gaughan, Kevin Date: 2022.03.22 10:28:55 -05'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> <p>MARK ACKERMAN</p>	<p>Digitally signed by MARK ACKERMAN Date: 2022.03.22 10:34:16 -05'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:00:47 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Kevin Gaughan – Remote work justification

I thought it easiest to make sure that all 9 of the remote work justification points were hit upon if I addressed each individually. Below are my responses:

1. All of the employee's work is portable

The vast majority of my responsibilities are interpreting laboratory data, providing technical assistance to drinking water operators, and collaborating on larger projects with teammates. All of these can be done extremely effectively via Microsoft Teams, email, and phone conversations. Being that these are all digital or cellular platforms, my work is extremely portable. Everything that I need to complete the tasks required for my position can fit easily in a backpack.

2. Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL)

I began my time at EPA during the pandemic and have never reported to the office with any regularity. Introspectively, I am the type of person that thrives with as few distractions as possible, and the work from home environment that I have cultivated gives me that quiet space in which to work.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

3. Approving the RWL would not require reassignment of current work or tasks to other staff

Beginning work remotely means that all the tasks assigned to me have been done remotely from the time I was hired. There is no reason to believe that any of my work would need to be completed by others. If anything, now that the learning curve of working at EPA has smoothed out, I would be in a position to take on more responsibility.

4. Employee's work rarely requires access to in-office resources

The only situations that have required my presence in the office were to have a photo taken for my ID and to then to go pick it up. Aside from future identification upgrades, there are no resources that I need that would require me to go into the office. In the event that I am recalled for mission critical work, my RWL is close enough to the office to report, but there is no reason to incur the public transit costs or add to my CO2 footprint on a weekly basis as I have everything I need already.

5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry);

All communication that I am required to make is done most effectively on digital platforms. Thus far I have had zero issues with communication using primarily email for out of agency contacts, and Microsoft teams for in agency dealings. Having my EPA phone routed to my cell has been a great help for those times that I have been in the field, or when an out of agency contact has requested verbal communication but did not have access to Teams.

6. The employee's position does not require in-person interface with management officials or other colleagues on any routine basis

There is no reason to believe that the digital interfacing that has been adequate thus far would fail to be so going forward. On the contrary, I would say that everyone having access to internet and cloud-based resources during meetings and collaborative efforts rather than physically gathering in a meeting room has been a boon.

7. The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic)

Ex. 6 Personal Privacy (PP)

8. Technology needed to perform duties is available and fully functional

The technology required to do my job is, by today's standards, relatively basic. My work laptop paired with two monitors that I owned prior to my employment at EPA has been completely adequate to do all of the work I've been required to do so far.

9. The employee continues to comply with the terms of his or her written and approved Remote Work Agreement

I would continue to comply with the terms.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jimmy Kang	Job Title & Grade: Government Information Specialist/GS-12
AAship/Region and Division: Region 5/Office of Regional Counsel	Address of Official Agency Worksite: 77 W. Jackson Boulevard, Chicago, Illinois 60604
Employee's Work Phone: 312-886-6815	Employee's Work E-mail Address: kang.jimmy@epa.gov
First-line Supervisor: Connie Puchalski	First-line Supervisor's Work Phone: 312-886-6719
Proposed Start Date: April 10, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Explanation of Performance while working at Remote Work Location in attachments.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JIMMY KANG	Digitally signed by JIMMY KANG Date: 2022.03.30 11:02:10 -05'00'	Date: 3/30/2022
Supervisor's Signature: CONNIE PUCHALSKI	Digitally signed by CONNIE PUCHALSKI Date: 2022.03.30 14:18:33 -05'00'	Date: 3/30/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.06 12:33:52 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation of Performance while working at Remote Work Location

All of the employee's work is portable

I have been working in the Region 5 FOIA Office for 2 and a half years as a FOIA specialist. All of my work is portable and has been since before the pandemic began. All EPA FOIA requests are submitted to the National FOIA Office as required by regulations. The National FOIA Office then assigns the Region 5 FOIA requests electronically through FOIAonline, which is fully accessible at my requested remote work location (RWL). The other resources I use for my work, such as OneDrive, SharePoint, and EnviroFacts, are also fully accessible at my requested RWL. I have not had to come into the office during the pandemic to carry out my duties as a FOIA specialist.

Tasks or work assignments can be performed at least equally effectively at the RWL

From my requested RWL, I have been fully able to perform my job as a FOIA specialist and ensure that the Region's FOIA requests are properly assigned, coordinated, and reviewed. I have been able to resolve all FOIA-related technical and policy questions from my requested RWL. Throughout the pandemic, I have been able to train and advise the FOIA staff in all of R5's Divisions and Offices from my requested RWL. My work has continued to be timely and properly done; in fact, I have earned several Regional and National recognitions and awards during the pandemic for the work I've done,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Region 5 receives more FOIA requests each year than any other Region, and more than any HQ office except for OCSPP. We also get some of the most complex and far-ranging FOIA requests in the Agency, requiring coordination with other EPA offices and occasionally other government agencies. Nevertheless, I have been able to ensure that these FOIA requests are completed in a timely and correct manner from my requested RWL. During the pandemic, I helped reduce Region 5's FOIA backlog to zero, and the backlog has remained at or near zero ever since.

Approving the RWL would not require reassignment of current work or tasks to other staff

There will be no change in assignments or tasks.

Employee's work rarely requires access to in-office resources.

As detailed above, 100% of my work is portable. The Region 5 FOIA Office no longer has paper records that would require me to come to the office. Our paper records reached their retention time well before the pandemic and were destroyed in accordance with records management regulations and policies.

There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry).

I have been and will continue to be fully able to communicate effectively with internal and external customers, clients, and stakeholders. From my requested RWL, I have even helped citizens who contacted me to report negative FOIA experiences with their local municipalities, and small government bodies which contacted me for advice on starting their own FOIA programs.

The employee's position does not require in-person interface with management officials or other colleagues on any routine basis.

I have been fully able to interface remotely with colleagues and management officials from my requested RWL. No in-person interface has been needed.

The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).

My work does not require close in-person supervision; **Ex. 6 Personal Privacy (PP)**

Technology needed to perform duties is available and fully functional.

I have had the technology (laptop, software, cell phone and internet access) for remote work since long before the pandemic.

The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.

N/A – New Request

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Michelle Kaysen	Job Title & Grade: Environmental Scientist, GS-13
AAship/Region and Division: R5, LCRD	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL
Employee's Work Phone: (312) 886-4253	Employee's Work E-mail Address: kaysen.michelle@epa.gov
First-line Supervisor: Shilpa Patel	First-line Supervisor's Work Phone: 312-886-0120
Proposed Start Date: Upon re-entry	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/16/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Remote work allows me to perform all essential duties efficiently and effectively while reducing the cost to the Agency by eliminating a transit subsidy. Further cost advantages will include the elimination of my cubicle space. Prior to the COVID-19 pandemic.</p>		
<p align="center">Ex. 6 Personal Privacy (PP)</p> <p>Throughout the pandemic, I successfully advanced my project work while implementing innovative community engagement strategies, such as the first virtual public meeting conducted at Region 5. Remote work will not diminish the Agency's ability to accomplish its mission and meet its operational goals as demonstrated by my performance throughout the pandemic.</p>		
<p align="center">Ex. 6 Personal Privacy (PP)</p> <p>As of the date of this application, I have been nominated for the</p>		
<p>Ex. 6 Personal Privacy (PP) The transition from paper to electronic records has further reduced the need to be physically in the office as part of my duties on either a regular and recurring basis, while my active projects all have electronic file</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p align="center">Kaysen, Michelle</p>	<p>Digitally signed by Kaysen, Michelle Date: 2022.02.22 11:14:12 -06'00'</p>	<p>Date:</p> <p align="center">2/22/22</p>
<p>Supervisor's Signature:</p> <p align="center">SHILPA PATEL</p>	<p>Date: 2022.03.01 19:58:41 -06'00'</p>	<p>Date:</p> <p align="center">3/1/22</p>
<p>AA/RA (or designee) Signature:</p> <p align="center">CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.05.02 12:43:33 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Kaysen, Michelle – Remote Work Text

Remote work allows me to perform all essential duties efficiently and effectively while reducing the cost to the Agency by eliminating a transit subsidy. Further cost advantages will include the elimination of my cubicle space. Prior to the COVID-19 pandemic, [REDACTED]

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Throughout the pandemic, I successfully advanced my project work while implementing innovative community engagement strategies, such as the first virtual public meeting conducted at Region 5. Remote work will not diminish the Agency's ability to accomplish its mission and meet its operational goals as demonstrated by my performance throughout the pandemic. [REDACTED]

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

The transition from paper to electronic records has further reduced the need to be physically in the office as part of my duties on either a regular and recurring basis, while my active projects all have electronic file transfers established. I currently have access to all site records and if approved for remote work will visit the office to address my remaining, duplicative paper files. I do not currently have any job functions that require I come into the office and my work is 100% portable. Collaboration and teamwork, including new employee mentoring, have continued seamlessly as everyone has been working from home. Our ability to connect and communicate has not been diminished and there will be no reason to re-assign work to others should remote work be approved.

Appendix D - EPA-AFGE Remote Work Application/Agreement




Employee Name: Ronald Harris	Job Title & Grade: EEO Specialist
AAship/Region and Division: Region 5, RMD	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago Ill
Employee's Work Phone: 312-886-6190	Employee's Work E-mail Address: Harris.Ronald@epa.gov
First-line Supervisor: Marc Colvin	First-line Supervisor's Work Phone: 312-886-0138
Proposed Start Date: ASAP	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): 8157687888
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All my critical and non-critical duties are portable and can be done remotely through technology.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:  Ronald Harris	Digitally signed by Ronald Harris Date: 2022.04.12 12:24:26 -05'00'	Date:
Supervisor's Signature:  CHARLES COLVIN	Digitally signed by CHARLES COLVIN Date: 2022.04.14 12:20:09 -05'00'	Date:
AA/RA (or designee) Signature:  CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.30 14:57:40 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kenneth W. Klewin	Job Title & Grade: physical scientist, GS 1301-13
AAship/Region and Division: Region 5, Great Lakes National Program Office	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-886-4794	Employee's Work E-mail Address: klewin.kenneth@epa.gov
First-line Supervisor: Edwin Smith	First-line Supervisor's Work Phone: 312-353-6571
Proposed Start Date: 2/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-886-4794	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/30/2017</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been successfully working remotely at home since March 16, 2020. In that period I have been able to perform all my

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KENNETH KLEWIN	Digitally signed by KENNETH KLEWIN Date: 2022.01.19 13:07:42 -06'00'	Date: 1/19/22
Supervisor's Signature: EDWIN SMITH	Digitally signed by EDWIN SMITH Date: 2022.01.25 15:41:21 -06'00'	Date: 1/25/22
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.02.16 10:10:47 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Klewin, Kenneth – Remote Work Text

I have been successfully working remotely at home since March 16, 2020. In that period I have been able to perform all my duties and assignments successfully.

Ex. 6 Personal Privacy (PP)

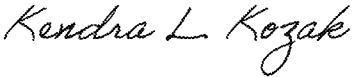
Ex. 6 Personal Privacy (PP)

In addition, the Agency will be helped in accomplishing its mission by: reducing greenhouse gas emissions, saving transit subsidy costs, reducing office space in the Metcalfe building, and reducing printing costs.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kendra L. Kozak	Job Title & Grade: Grants Management Specialist 12
AAship/Region and Division: Region 5, RMD	Address of Official Agency Worksite: 77 West Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-353-8834	Employee's Work E-mail Address: kozak.kendra@epa.gov
First-line Supervisor: Krista Galvin	First-line Supervisor's Work Phone: 312-886-3009
Proposed Start Date: March 13, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is 100% portable. I will continue to perform my duties as I have been under the emergency telework order at my remote location.

Ex. 6 Personal Privacy (PP)

Remote work will not diminish the Agency's ability to accomplish its mission or meet its operational goals. I will continue the same processes, habits, and use of technology and tools as I have been under the emergency telework order and I will continue to be adaptive by training on and using remote resources to complete my work to the best of my ability.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

Kendra L. Kozak

Date:

January 19, 2022

Supervisor's Signature:

Krista Hale

Date:

January 31, 2022

AA/RA (or designee) Signature: CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.02.16 14:11:07 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: LATASHA KYLES	Job Title & Grade: GRANT SPECIALIST; GS-12
AAship/Region and Division: US EPA/R5/MISSION SUPPORT DIVISION	Address of Official Agency Worksite: 77 W. JACKSON, CHICAGO, IL
Employee's Work Phone: 312-353-2004	Employee's Work E-mail Address: KYLES.LATASHA@EPA.GOV
First-line Supervisor: ROBERT FIELDS	First-line Supervisor's Work Phone: 312-886-9017
Proposed Start Date: 05/30/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties as a Grant Specialist include sufficient portable work. I am capable of working and enable a relatively seamless transition from the official to my alternative Workplace. I have sufficient office space at my alternative Workplace in order to get my work done. My work area is safe and meets all agency policies required for safety. I have the ability to be flexible about the arrangement in order to respond to the needs and meet the Agency's goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LATASHA KYLES <small>Digitally signed by LATASHA KYLES Date: 2022.06.07 08:35:59 -05'00'</small>	Date:
Supervisor's Signature: ROBERT FIELDS <small>Digitally signed by ROBERT FIELDS Date: 2022.06.08 09:34:08 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.06.21 10:30:24 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Deborah Lamberty	Job Title & Grade: Public Affairs Specialist
AAship/Region and Division: Region 5-Office of Regional Adminnistrator	Address of Official Agency Worksite: 77 W. Jackson Blvd
Employee's Work Phone: 312-886-6681	Employee's Work E-mail Address: lamberty.deborah@epa.gov
First-line Supervisor: Jennifer Ostermeier	First-line Supervisor's Work Phone: 312-353-0618
Proposed Start Date: When we are called to return to work.	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/3/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>As I have been on remote work since March 2021, I have proven myself to be capable to perform to the fullest extent all required duties: Ex. 6 Personal Privacy (PP) My duties include working internally and externally on the Agency's prime form of communication(s) the external website. I am in the midst of completely migrating the internal intranet which began in FY 2021 and will continue through 2022 and into 2023. My work as a Sr. Web Content Coordinator is 100% portable and I have been working remotely full time since 3/2021.</p> <p>Ex. 6 Personal Privacy (PP)</p> <p>A successful Remote Work program can yield many benefits, including protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge,</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>Deborah Lamberty</p>	<p>Digitally signed by Deborah Lamberty Date: 2022.02.03 12:58:14 -06'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> <p>JENNIFER OSTERMEIER</p>	<p>Digitally signed by JENNIFER OSTERMEIER Date: 2022.02.08 09:19:02 -06'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.02.22 08:47:25 -06'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Larisa Leonova	Job Title & Grade: Chemist, GS-13
AAship/Region and Division: EPA, R5, LSASD, SQAB	Address of Official Agency Worksite: 77 W.Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: (312)353-5838;	Employee's Work E-mail Address: leonova.larisa@epa.gov
First-line Supervisor: Timothy Prendiville	First-line Supervisor's Work Phone: (312)886-5722
Proposed Start Date: April 18, 2022	If Temporary, Proposed End Date: December 31, 2022
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/31/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all my work duties from RWL as I was doing it for the past 2 years due to Covid. The only item that was in the past performed via traveling to R5 States, the TSA (Technical System Assessment), conducted for FIFRA program ones every 3-5 years, was agreed to be permanently performed via Team Meetings. It was also agreed that Annual State FIFRA Lab Directors meeting is also has to be via Teams for 2022 and until Pandemic is over. I will come to office for the necessary trainings/meetings if /when needed, by my estimate 2-3 times semiannually or more often if needed.

I have performed all my duties (including been an active member of N-IMAT (National Incident Management Assistance Team's Environmental Unit Leader) and R5 IMT EUL) remotely so well, that each year I was nominated and received several National and Regional awards in recognition of all my work.

Ex. 6 Personal Privacy (PP)

I worked as an EPA contractor (from 1990 till 1998) and as an EPA employee from 1998 and always achieved high performance rating and I will be continuing to do only my best to help my agency accomplishing its mission and meet its operational goals.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

Leonova, Larisa

Digitally signed by Leonova, Larisa
Date: 2022.04.07 14:03:03 -05'00'

Date:

L. Leonova

04/07/2022

Supervisor's Signature:

TIMOTHY
PRENDIVILLE

Digitally signed by TIMOTHY
PRENDIVILLE
Date: 2022.04.15 13:12:26 -05'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.05.10 19:03:52 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Andreana Madera-Martorell	Job Title & Grade: Physical Scientist GS-09
AAship/Region and Division: EPA/Region 5 Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd Chicago, IL 60604
Employee's Work Phone: (312) 353-4685	Employee's Work E-mail Address: maderamartorell.andreana@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312-886-0746
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/22/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have 2 years of experience working remotely at previous jobs. During that time, I reached my previous company's monthly goals and received positive feedback from my managers for being a fast learner and for working independently in an efficient way. I have been working remotely at EPA since I was hired in January/2022. While I have only been at EPA a short time, I have found my previous experience as a remote worker useful and have already directly carried over many of those skills to my work at EPA. My strong organizational and communication skills have allowed me to quickly learn my new job role and develop robust working relationships with my coworkers and supervisor while teleworking. I have weekly virtual meetings with my supervisor to discuss tasks, updates, questions and progress on assignments and NPDES section wide weekly meetings that I attend and share progress on my projects with the rest of the section. When assigned a group assignment, I proactively reach out to my coworkers and schedule meetings with them to provide updates and discussions on the project on a weekly/biweekly basis. For my first Real Time review of an NPDES permit, I met weekly and/or biweekly with an assigned senior staff to review all documentation and draft a letter and memo with the results. I

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MaderaMartorell, Andreana	Digitally signed by MaderaMartorell, Andreana Date: 2022.03.15 08:22:55 -05'00'	Date: 3/15/2022
Supervisor's Signature: ANDREA SCHALLER	Digitally signed by ANDREA SCHALLER Date: 2022.03.16 15:04:56 -05'00'	Date: 3/16/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:45:47 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Maria-Martorell Andreana – Remote Work Text

I have 2 years of experience working remotely at previous jobs. During that time, I reached my previous company's monthly goals and received positive feedback from my managers for being a fast learner and for working independently in an efficient way. I have been working remotely at EPA since I was hired in January/2022. While I have only been at EPA a short time, I have found my previous experience as a remote worker useful and have already directly carried over many of those skills to my work at EPA. My strong organizational and communication skills have allowed me to quickly learn my new job role and develop robust working relationships with my coworkers and supervisor while teleworking. I have weekly virtual meetings with my supervisor to discuss tasks, updates, questions and progress on assignments and NPDES section wide weekly meetings that I attend and share progress on my projects with the rest of the section. When assigned a group assignment, I proactively reach out to my coworkers and schedule meetings with them to provide updates and discussions on the project on a weekly/biweekly basis. For my first Real Time review of an NPDES permit, I met weekly and/or biweekly with an assigned senior staff to review all documentation and draft a letter and memo with the results. I am currently helping a coworker in a draft permit, we meet weekly, and I provide updates on new findings. As state manager of WI & MN, I schedule virtual meetings with the states for quarterly periods and I provide technical assistance to the states via email or call. I am currently completing 40 hours of formal interactive training by attending the only NPDES Permit Writer's Course. I have already received positive feedback from my current coworkers while working together in assignments for being proactive and communicative while teleworking full time. I am confident that I will maintain the success that I have had while working remotely for the last two years and that I will accomplish exceptional work in my career at EPA remotely. If I am approved for remote work, I am confident that I will be effective as I continue to do my part to accomplish the Agency's mission and meet its operational goals by carrying over the system I have used while teleworking to remote work and to modify it as needed.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Linda Mangrum	Job Title & Grade: EPS-GS-13
AAship/Region and Division: Region 5/ Land, Chemicals & Redevelopment Division	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-353-2071	Employee's Work E-mail Address: mangrum.linda@epa.gov
First-line Supervisor: Julie Magee	First-line Supervisor's Work Phone: 312-886-6063
Proposed Start Date: 4/4/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached (this field does not allow for more than one line of type).

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LINDA MANGRUM	Digitally signed by LINDA MANGRUM Date: 2022.01.28 14:24:30 -06'00'	Date:
Supervisor's Signature: JULIE MAGEE	Digitally signed by JULIE MAGEE Date: 2022.03.14 12:11:36 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.29 13:32:54 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

REMOTE WORK APPLICATION

Linda Mangrum

Brownfields Project Manager

EPS-GS-13

Redevelopment & Program Services Branch

Land, Chemicals & Redevelopment Division

Region 5

I have successfully participated in the Region's telework program for more than 20 years. My work has been and continues to be portable. Under the constraints of the COVID pandemic, I've worked from home on 100% telework. The following is an explanation of my positive eligibility for remote work:

- 1. All of my work is portable and the last 2 years has shown we (as a Region, offices, programs, employees) have been able to continue to provide credible, reliable, consistent service to our communities. As a Brownfields Project Manager, I've continued to take care of my grants and provide assistance to review Brownfields eligibility determinations, Sampling & Analysis Plans (SAPs), Quality Assurance Project Plans, Brownfields grant competition reviews and scoring, and other technical and grants management activities.**

Ex. 6 Personal Privacy (PP)
- Ex. 6 Personal Privacy (PP)**

2. As evidenced in the last 2 years, my work can be performed at least equally effectively at the remote work location. Working with my grantees, managing grant related activities, data reporting, data management, etc. are tasks that can be performed in a remote location.
- 3. Approving my remote work location would not require any reassignment of any of my work. As evidenced by my performance during my 100% telework schedule over the last couple years, I've been successful in managing all work assigned to me. My proposed remote work location would not interrupt any of my abilities to complete my work assignments.**
- 4. In the last two years while working under a 100% telework schedule, I've rarely needed access to in-office resources. I've visited the office approximately 4 times. Only one of those visits involved copying documents for the Brownfields grant competition for FY2020. The other visits included updating my ID badge, picking up a new laptop, going into the office to connect with a coworker who was retiring.**
- 5. There will be no disruptions to communication with internal or external clients/customers or stakeholders in my remote work location that would be any different than unforeseen disruptions that currently take place during my telework schedule. I am able to communicate with my grantees and other members of the public while performing under my current telework schedule and location and expect this situation to continue in the new remote work location.**
- 6. My position doesn't require any additional in-person interface with management or other colleagues on any routine basis. Microsoft TEAMS has proven to be an incredible tool while working on 100% telework, and I anticipate that it will**

continue to be a valuable resource in communicating with my managers and other colleagues as often as necessary while working at my remote work location.

7. As stated previously, I've successfully worked on a telework schedule for over 20 years. Working at home under a 100% telework schedule and keeping up with my work assignments and tasks has been pretty seamless.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

8. Technology needed to perform my duties will be available and fully functional, and I don't anticipate any challenges that I wouldn't face in my current telework location.
9. I am fully compliant with my current telework agreement and will continue to comply with all terms of a new remote work agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Vanessa Mbogo	Job Title & Grade: Accountant GS/12
AAship/Region and Division: EPA/05/MS	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chgo. IL 60604
Employee's Work Phone: 312-353-4885	Employee's Work E-mail Address: mbogo.vanessa@epa.gov
First-line Supervisor: Richard Hackley	First-line Supervisor's Work Phone: 312-886-9144
Proposed Start Date: January 01, 2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>04/08/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

No issues completing timely assigned work and met required assignments. **Ex. 6 Personal Privacy (PP)** Work is 100% portable and workstation has no file papers.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: VANESSA MBOGO	Digitally signed by VANESSA MBOGO Date: 2022.12.06 10:40:09 -06'00'	Date:
Supervisor's Signature: RICHARD HACKLEY	Digitally signed by RICHARD HACKLEY Date: 2022.12.06 13:58:19 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.12.07 10:10:49 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Marcus McCullough	Job Title & Grade: Senior Budget Analyst GS 13
AAship/Region and Division: R5	Address of Official Agency Worksite: EPA
Employee's Work Phone: 3128869326	Employee's Work E-mail Address: mccullough.marcus@eps.gov
First-line Supervisor: Steven Sloan	First-line Supervisor's Work Phone: 3128861958
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/18/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My job is 100% web based. I receive all my tasks/requests via email so there is no difference from me working at home or in the office. This request will not diminish my performance because its the same at home vs in the office. Plus this will save the government money while getting the same performance out of me.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: McCullough, Marcus	Digitally signed by McCullough, Marcus Date: 2022.03.18 21:16:15 -05'00'	Date: 3/18/2022
Supervisor's Signature: STEVEN SLOAN	Digitally signed by STEVEN SLOAN Date: 2022.03.21 14:16:38 -05'00'	Date: 3/21/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:47:23 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Krista McKim	Job Title & Grade: Environmental Engineer, GS-13
AAship/Region and Division: Region 5	Address of Official Agency Worksite: 77 W Jackson St
Employee's Work Phone: 312.353.8270	Employee's Work E-mail Address: mckim.krista@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312.886.0746
Proposed Start Date: July 5, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312.353.8270	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached approved application for remote work.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: KRISTA MCKIM	Digitally signed by KRISTA MCKIM Date: 2022.05.24 10:19:36 -05'00'	Date:
Supervisor's Signature: ANDREA SCHALLER	Digitally signed by ANDREA SCHALLER Date: 2022.05.24 13:29:13 -05'00'	Date: 5/24/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.06.06 10:35:56 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Krista McKim	Job Title & Grade: Wet Weather Expert, GS-13
AAship/Region and Division: R5, Water Division	Address of Official Agency Worksite: 77 W Jackson St; Chicago, IL 60605
Employee's Work Phone: 312-353-8270	Employee's Work E-mail Address: mckim.krista@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312-886-0746
Proposed Start Date: March 28, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working as the Wet Weather Expert from a remote location due to the COVID-19 pandemic for as long as I have held this position. I am also the first person to have held this position since it was created, so the position has been effectively entirely remote since its inception. During the course of my duties, I host and attend meetings using Microsoft Teams, I communicate via Teams calls, phone calls, emails, and Teams chat. I am in regular communication with EPA-HQ, State and Tribal staff as well as members of the public and other stakeholders, almost none of which are located in Chicago. I check in with my supervisor and coworkers regularly. I have not had any issues in completing my work from my current remote location.

I have performed well in my role and have not had any issues in completing my work from my current remote location. I have demonstrated that working remotely will not diminish the Agency's ability to accomplish its mission and meet its operational goals with respect to working on wet weather related issues in Region 5.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KRISTA MCKIM <small>Digitally signed by KRISTA MCKIM Date: 2022.03.08 12:59:12 -06'00'</small>	Date:
Supervisor's Signature: ANDREA SCHALLER <small>Digitally signed by ANDREA SCHALLER Date: 2022.03.10 12:54:34 -06'00'</small>	Date: 3/10/2022
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.22 15:23:50 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Karly McMorrow	Job Title & Grade: Life Scientist Grade 11
AAship/Region and Division: Region 5 Water Permits Division	Address of Official Agency Worksite: 77 W Jackson Blvd Chicago IL 60604
Employee's Work Phone: 312-353-3126	Employee's Work E-mail Address: mcmorrow.karly@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312-886-0746
Proposed Start Date: 3/1/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 15, 2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an employee who started working full time for the agency remotely I know that I can effectively accomplish my work in a timely manner from a RWL. I've been successfully completing permit reviews, pretreatment reviews, state manager duties, and other assigned tasks for two years from a RWL. I am committed to remaining diligent in my work and continuing to uphold the Agency's mission and our division's operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KARLY MCMORROW	Digitally signed by KARLY MCMORROW Date: 2022.02.07 08:38:43 -06'00'	Date: 2/7/22
Supervisor's Signature: ANDREA SCHALLER	Digitally signed by ANDREA SCHALLER Date: 2022.02.07 15:27:32 -06'00'	Date: 2/7/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.01 13:05:09 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mark Messersmith	Job Title & Grade: GS-028-13
AAship/Region and Division: R5/OECA/AECAB	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL, 60604
Employee's Work Phone: (312) 353-2154	Employee's Work E-mail Address: messersmith.mark@lepa.gov
First-line Supervisor: Brian Dickens	First-line Supervisor's Work Phone: (312) 886-6073
Proposed Start Date: 4/24/22	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/23/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As State Oversight Coordinator in the Air Enforcement and Compliance Assurance Branch (AECAB), my work tasks, as defined in my PARS agreement, are as follows:

CJE1

- Effectively manages the air enforcement program process within the expected timeframe by communicating with EPA and/or external partners, scheduling air program events, compiling final reports, CMS plans, etc.
- Effectively manages, resolves issues with, and tracks progress of commitments in air program data systems. Ensures data is entered into all data systems consistent with National and Regional deadlines and regional and national reporting accurately reflects the program's goals and accomplishments.
- Prepares thorough and informative briefings on programmatic issues for management when requested.
- Prepares and coordinates Regional review and comments on a variety of HQ requests and responds in a timely manner.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARK MESSERSMITH	Digitally signed by MARK MESSERSMITH Date: 2022.04.19 14:18:01 -05'00'	Date:
Supervisor's Signature: Brian Dickens	Digitally signed by Brian Dickens Date: 2022.04.19 15:27:45 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.26 13:15:08 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Messersmith, Mark – Remote Work Text

As State Oversight Coordinator in the Air Enforcement and Compliance Assurance Branch (AECAB), my work tasks, as defined in my PARS agreement, are as follows:

CJE1

- Effectively manages the air enforcement program process within the expected timeframe by communicating with EPA and/or external partners, scheduling air program events, compiling final reports, CMS plans, etc.
- Effectively manages, resolves issues with, and tracks progress of commitments in air program data systems. Ensures data is entered into all data systems consistent with National and Regional deadlines and regional and national reporting accurately reflects the program's goals and accomplishments.
- Prepares thorough and informative briefings on programmatic issues for management when requested.
- Prepares and coordinates Regional review and comments on a variety of HQ requests and responds in a timely manner.
- Coordinate timely and accurate response to requests for AECAB compliance screens and ECHO error notifications
- Resolves conflicting comments/positions on issues and creates unified regional responses to HQ.
- Participate on the national calls for the Compliance and Enforcement Data Reporting Interface (CEDRI) representing the Air Enforcement branch for electronic reporting
- Develops the agenda and coordinates monthly meetings/conference calls with Air Enforcement POCs for the six Region 5 states.
- Assesses the effectiveness of the air enforcement program process in Region 5 and the States and implements any corrective actions. Works to resolve State Review Framework recommendations

CJE2

- Assesses Region 5's success in meeting the air enforcement program commitments on a regular basis and implements any corrective actions.
- Prepares reports and/or presentations which accurately reflect State/local air program activities in a timely manner.
- Conducts formal program evaluations of State/local air enforcement programs and offers better methods by which to reach desired measures.
- Represents the air enforcement program on workgroups and participates fully in air enforcement and compliance assessments implementing results.

- Develops thorough and informative analysis on programmatic issues for management.
- Serve as the Region V representative to the Small Business Environmental Assistance Program; participates in monthly meetings with Region V state small business regulatory contacts.
- Serves as the ECAD Project Officer preparing and processing the necessary grant documentation to ensure accurate and timely commitment of funds.
- Develops and maintains clearly understandable standard operating procedures for assigned areas of responsibilities that increase results, efficiency, or effectiveness. Procedures updated as changes occur.

CJE3

- Employee maintains a collegial working relationship with coworkers and managers; and treats other employees and managers with courtesy and respect.
- Effectively communicates verbally and in writing. If disputes within the area of responsibility arise will attempt to resolve them at your level. If there are external factors involved which impact the ability to resolve the problem at your level, you must further explore the problem, and present the issue and recommendations to the supervisor, in a timely manner.
- Shares program knowledge and technical expertise from Headquarters, other Regions, Region 5 staff and management, and Region 5 States regarding program policy, guidance, rules, and initiatives with staff and managers.
- Adheres to EPA's Six Principles of Customer Service
<http://intranet.epa.gov/fmdvally/about/cservice/epasix.htm> Be helpful! Listen to your customers. Respond to all phone calls by the end of the next business day. Make clear, timely, accurate information accessible. Work collaboratively with partners to improve all products and services. Involve customers and use their ideas and input.
- Employee acts in a professional manner during meetings with internal/outside parties, and when representing the Agency to outside groups.
- Employee responds in a timely and thorough fashion to requests for FOIA or other information, controlled correspondence, and the Division's planning processes, work plan review/negotiation and program assessments.
- Supports Agency communications systems and other briefing materials, by anticipating their need and preparing documents that are of acceptable quality on initial submittal.
- All documents prepared for sign-off are professionally prepared, well written, factually accurate, free of typographical errors, and prepared in accordance with Agency or Regional templates and policies.
- Effectively utilizes Agency administrative systems and operational requirements, including records management, transit subsidy, maxiflex, and travel systems, as required.
- Consistently completes mandatory required training(s) within established timeframe(s).

- Prepares monthly report timely to reflect summary of work assignments and projected assignments for the following month
- Keeps the office functioning professionally while serving in the capacity of an Acting Official and communications transitional information.

I can perform each of these duties as effectively, or more effectively, from my remote work location (RWL) as from the Official Agency Worksite. I am the only staff member in AECAB who performs these specific duties, and successful accomplishment of these duties does not require in-person collaboration. In the performance of these duties, I often interact with AECAB managers, state air enforcement managers, data system administrators at EPA and the States, and occasionally with grants project officers. Each of these interactions occur quite naturally over the telephone, email, or via Teams meetings. As I am the only staff member performing these duties, I am neither mentoring nor being mentored by any other staff or management. Duties that do not require frequent or regular interaction with others involve review and analysis of data in EPA and State data systems, compiling reports to track State performance and update EPA management of State progress in meeting annual commitments, reviewing proposed State commitment plans, and reviewing attainment of state commitments related to the air enforcement program. In the very rare event that my in-person presence would enhance the success of a meeting (for example, an annual State Air Enforcement Managers' Meeting, at which many State personnel attend in person, but some have historically attended these meetings remotely by conference call or video), I can easily come into the Official Agency Worksite and return home in the evening, because my RWL is within the commuting area of the Official Agency Worksite. Therefore, no significant expenses (such as airline flights or overnight hotel stays) would be incurred.

Importantly, I have successfully carried out each of the duties listed in my PARS Agreement remotely over the past two years, and my performance of these duties has not been hindered in any way by conducting all required interactions from my RWL. Because I can perform each of the duties in my PARS agreement at least as effectively at my RWL as at the Official Agency Worksite, and these duties comprise my contribution to accomplishment of the Agency's mission and meeting its operational goals, working at my RWL will in no way diminish the Agency's mission or operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Helen Tsiapas Mollsen	Job Title & Grade: Environmental Protection Specialist/Grade 12
AAship/Region and Division: Region 5/Air and Radiation Division	Address of Official Agency Worksite: 77 West Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: (312) 886-7901	Employee's Work E-mail Address: Mollsen.helen@epa.gov
First-line Supervisor: Michelle Becker	First-line Supervisor's Work Phone: (312) 886-3901
Proposed Start Date: March 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/22/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I, as well as most EPA employees, have been working from home since the start of the COVID-19 pandemic. Despite the fact we have not been in the office for almost two years, it is my understanding we have been able to effectively perform our work. I am submitting this request to work from a remote location beginning March 25, 2022. I work on grants and FOIA requests. All of my work (100%) is electronic and portable which allows me to work remotely. I am doing the same work whether I'm in the office or at my residence. Approval of my request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. The benefits of my working from home include but are limited to: commute costs are eliminated (EPA paying for my transportation); flexible work hours (there is no train schedule requiring I arrive and leave at specific times whether or not my work is completed); exposure to Covid-19 and other illnesses is significantly reduced; and, cubicle space and related expenses are reduced or eliminated thus decreasing EPA's footprint in the building and city; Microsoft Teams has allowed us to easily communicate with other staff, managers, and grantees. During my working hours, I will be readily available via phone, email, and Microsoft Teams. Please consider my request for Remote Work

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: HELEN TSIAPAS MOLLSEN	Digitally signed by HELEN TSIAPAS MOLLSEN Date: 2022.02.01 11:08:55 -06'00'	Date:
Supervisor's Signature: MICHELLE BECKER	Digitally signed by MICHELLE BECKER Date: 2022.03.02 16:39:23 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.22 11:21:06 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Tsiapas, Mollsen – Remote Work Text

I, as well as most EPA employees, have been working from home since the start of the COVID-19 pandemic. Despite the fact we have not been in the office for almost two years, it is my understanding we have been able to effectively perform our work. I am submitting this request to work from a remote location beginning March 25, 2022. I work on grants and FOIA requests. All of my work (100%) is electronic and portable which allows me to work remotely. I am doing the same work whether I'm in the office or at my residence. Approval of my request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. The benefits of my working from home include but are limited to: commute costs are eliminated (EPA paying for my transportation); flexible work hours (there is no train schedule requiring I arrive and leave at specific times whether or not my work is completed); exposure to Covid-19 and other illnesses is significantly reduced; and, cubicle space and related expenses are reduced or eliminated thus decreasing EPA's footprint in the building and city; Microsoft Teams has allowed us to easily communicate with other staff, managers, and grantees. During my working hours, I will be readily available via phone, email, and Microsoft Teams. Please consider my request for Remote Work.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Moore, Anthony	Job Title & Grade: IT Specialist 13
AAship/Region and Division: Region 5 Water	Address of Official Agency Worksite: 77 W Jackson
Employee's Work Phone: 3123531148	Employee's Work E-mail Address: moore.tonyw@epa.gov
First-line Supervisor: Krista McKim	First-line Supervisor's Work Phone: 312-353-8270
Proposed Start Date: 4/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/17/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an IT Specialist I deliver custom application and software to internal EPA staff. All products are delivered electronically and the development of the solutions is portable. My work requires the ability to work independently without close supervision. My home office allows for the same physical setting, multiple monitors, and meets agency safety standards. I'm comfortable as an IT Specialist with the technology required to telework. Working from home also allows my office schedule to be more flexible when communicating with peers in other timezones on shared work. I routinely communicate with my supervisor and staff using MS Teams and call forwarding from my office phone.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ANTHONY MOORE	Digitally signed by ANTHONY MOORE Date: 2022.03.18 09:47:29 -05'00'	Date: 3/18.2022
Supervisor's Signature: KRISTA MCKIM	Digitally signed by KRISTA MCKIM Date: 2022.03.18 14:13:42 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:52:40 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Maureen E. O'Neill	Job Title & Grade: Civil Investigator, GS-1810-13
AAship/Region and Division: Region 5, ORC	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-886-7158	Employee's Work E-mail Address: oneill.maureene@epa.gov
First-line Supervisor: Monesh Chabria	First-line Supervisor's Work Phone: 312-886-6842
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/16/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

For the past 13 years, I have been in the position of Civil Investigator. In that capacity, my duties have not changed. All of my duties are entirely and fully dischargeable from my remote work location. At the office, my duties are 99.99% computer-based and it does not matter whether I am in the office in Chicago or at home; the process and the output is the same. Over the past 13 years, I have fully performed my duties in the capacity outlined above. The consistency and level of performance will not change simply because I am in a remote home office location. The mission and operational goals of the agency will not be effected in any way by my work at a home office location. In the past 13 years, I have been required to work at a different location on three occasions for a short period of time. For each of these occasions, I have been at a hearing. The longest time that I have been in a travel status was for four days. If I was in the office, I would still have to obtain travel orders and nothing would change as far as my performance and my ability to fulfill my duties and meet agency requirements.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

MAUREEN O'NEILL

Digitally signed by MAUREEN O'NEILL
Date: 2022.03.25 13:20:21 -05'00'

Date:

3/25/2022

Supervisor's Signature:

MONESH CHABRIA

Digitally signed by MONESH CHABRIA
Date: 2022.04.12 18:30:05 -05'00'

Date:

04/12/2022

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL NEWTON
Date: 2022.04.19 16:03:58 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jeffrey Obirek	Job Title & Grade: Contract Specialist, 1102, GS-13
AAship/Region and Division: R05 MSD AAB ACQUS	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL, 60604
Employee's Work Phone: 312-886-9092	Employee's Work E-mail Address: obirek.jeffrey@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date: TBD	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Since March of 2020, I have been working remotely and have created all necessary internal and external remote-work processes and frameworks for completing all my work portfolio needs. I have found remote work to be more advantageous to the government as I am more efficient and effective without the commute hours, and without distractions in the office.</p>	
<p align="center">Ex. 6 Personal Privacy (PP)</p>	
<p>Ex. 6 Personal Privacy (PP) In addition, my position is 100% portable, and has recently become 100% paperless, and does not need filing or records in hardcopy form needed in an office setting.</p>	
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> <p align="center">JEFFREY OBIREK</p>	<p>Digitally signed by JEFFREY OBIREK Date: 2022.01.19 16:01:47 -06'00'</p>
<p>Date:</p> <p align="center">01/19/2022</p>	
<p>Supervisor's Signature:</p> <p align="center">Dolan, Sheila</p>	<p>Digitally signed by Dolan, Sheila Date: 2022.03.03 15:40:43 -06'00'</p>
<p>Date:</p>	
<p>AA/RA (or designee) Signature:</p> <p align="center">CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.03.15 08:22:21 -05'00'</p>
<p>Date:</p>	
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tamara Ohl	Job Title & Grade: Environmental Scientist GS-13
AAship/Region and Division: Region 5/LCRD	Address of Official Agency Worksite: 77 West Jackson Boulevard, Chicago, IL 60604
Employee's Work Phone: 312-886-0991	Employee's Work E-mail Address: ohl.tamara@epa.gov
First-line Supervisor: Shilpa Patel	First-line Supervisor's Work Phone: 312-886-0120
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/25/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I expect to perform my duties as effectively from my RWL as I do from the Agency worksite. I plan to continue to communicate and collaborate with my supervisor, co-workers, and other parties by phone, e-mail, and Teams. I can visit my sites more efficiently without returning to the Agency worksite because my RWL is closer to my project sites in Indiana and Ohio.

Approval of this request is not expected to diminish the Agency's ability to accomplish its mission and meet its operational goals. I have worked effectively in support of the Agency's mission and operational goals while working from my RWL for many years through telework, including on a full time basis during the COVID-19 Pandemic. My support for the Agency's mission has involved managing multiple PCB remediation and RCRA corrective action projects, planning and implementing groundwater interim measures, completing time-critical attainment of financial assurance associated with a bankruptcy, and providing assistance to co-workers and State counterparts regarding technical and policy matters.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: TAMARA OHL <small>Digitally signed by TAMARA OHL Date: 2022.03.28 16:21:22 -05'00'</small>	Date:
Supervisor's Signature: SHILPA PATEL <small>Date: 2022.04.11 18:58:31 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.04.25 13:12:25 -05'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement




Employee Name: Colleen Olsberg	Job Title & Grade: Environmental Health Scientist, GS-13
AAship/Region and Division: Region 5, Land, Chemicals, and Redevelopment Division	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, Illinois 60604
Employee's Work Phone: 312-353-4686	Employee's Work E-mail Address: olsberg.colleen @epa.gov
First-line Supervisor: Greg Rudloff	First-line Supervisor's Work Phone: 312-886-0455
Proposed Start Date: First pay period that remote schedule program is available	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/23/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached file.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: COLLEEN OLSBERG	 Digitally signed by COLLEEN OLSBERG Date: 2022.01.27 08:00:42 -06'00'	Date: 1/27/22
Supervisor's Signature: GREGORY RUDLOFF	 Digitally signed by GREGORY RUDLOFF Date: 2022.01.27 09:54:36 -06'00'	Date: 1/27/2022
AA/RA (or designee) Signature: CHERYL NEWTON	 Digitally signed by CHERYL NEWTON Date: 2022.03.01 11:27:16 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Performance rating

I have been working at my alternate work location full time for the past two years. During that time, I have delivered high quality work products that support Corrective Action section #3 in the Remediation Branch of the Land, Chemicals, and Redevelopment Division, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My work

My work is completely portable. My work involves the analysis and review of RCRA corrective action and LUST reports which are risk assessments, site investigations and sampling data, and remediation-related documents. I rarely receive any documents from facilities in the mail, with the overwhelming majority of facility reports, etc. sent electronically via email. I no longer require a transit subsidy, (an added benefit to the government of my remote work schedule).

Meetings

My communication with internal/external customers has occurred via Teams Meeting for the past two years. My interaction with customers has not been impacted due to the use of Teams Meeting. I have continued to work closely with LUST project managers, providing support in risk assessment. Using Teams Meeting, I have continued to build good relationships with external partners including RCRA facility representatives and Region 5 state environmental staff and management. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Weekly section meetings via Teams Meeting, (which previously had only occurred quarterly), have provided an increased opportunity to interact with my section chief. This has resulted in better direction on difficult projects which has accelerated the rate at which the projects have moved forward. Weekly technical meetings via Teams Meeting have provided training on a variety of tanks program-related topics. All my meetings can take place via Teams Meeting and do not require in-person interaction with management.

Remote work and the EPA mission/operational goals

Remote work encourages electronic formats for records management. Therefore, remote work supports the government-wide transition to an electronic records environment according to NARA and OMB joint mandate M-19-21. This is significant due to the fact that after December 31, 2022, the Federal Records Center will no longer accept paper records.

Remote work is also supported through the eSign system which is a successful platform to move documents through Region 5 staff. The eSign system was developed as part of the Electronic Signature Policy Directive No. CIO 2136.0.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jodie Opie	Job Title & Grade: Environmental Engineer, GS-13
AAship/Region and Division: R5, Water Division	Address of Official Agency Worksite: 77 W Jackson St., Chicago, IL 60605
Employee's Work Phone: 312-353-1938	Employee's Work E-mail Address: opie.jodie@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312-886-0746
Proposed Start Date: December 5, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/8/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working as an environmental engineer from a remote location due to the COVID-19 pandemic since March 2020. Prior to the pandemic, in my role as the Water Division's COOP coordinator, I wrote the COOP plan, trained management and exercised the division on continuity of operations while working from an alternate work location in the event we could not work in our building. Currently, in the course of my duties, I host and attend meetings using Microsoft Teams, communicate via Teams calls, phone calls, emails, and Teams chat. I have also presented to groups inside and outside of the agency on many topics as well as planning and running a public hearing on a controversial topic. I am in regular communication with EPA-HQ, State and local POTW staff as well as members of EPA Region 5, the public and other stakeholders, many of whom are not located in Chicago. In any of my roles I am dedicated to working in-person should the need arise to provide training at the COOP location, to give a presentation to IN/IL pretreatment programs or to train new employees on POTW operations and lead the field trip. I check in with my supervisor and NPDES, Industrial Pretreatment and Water Sector Security coworkers regularly. I have not had any issues in completing my work from my

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Jodie Opie	Digitally signed by Jodie Opie Date: 2022.11.21 16:27:09 -06'00'	Date:
Supervisor's Signature: ANDREA SCHALLER	Digitally signed by ANDREA SCHALLER Date: 2022.12.12 10:33:54 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2023.01.05 11:25:24 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.


Opie, Jodie – Remote Work Text

I have been working as an environmental engineer from a remote location due to the COVID-19 pandemic since March 2020. Prior to the pandemic, in my role as the Water Division's COOP coordinator, I wrote the COOP plan, trained management and exercised the division on continuity of operations while working from an alternate work location in the event we could not work in our building. Currently, in the course of my duties, I host and attend meetings using Microsoft Teams, communicate via Teams calls, phone calls, emails, and Teams chat. I have also presented to groups inside and outside of the agency on many topics as well as planning and running a public hearing on a controversial topic. I am in regular communication with EPA-HQ, State and local POTW staff as well as members of EPA Region 5, the public and other stakeholders, many of whom are not located in Chicago. In any of my roles I am dedicated to working in-person should the need arise to provide training at the COOP location, to give a presentation to IN/IL pretreatment programs or to train new employees on POTW operations and lead the field trip. I check in with my supervisor and NPDES, Industrial Pretreatment and Water Sector Security coworkers regularly. I have not had any issues in completing my work from my current remote location.

I have performed well in my role and have not had any issues in completing my work from my current remote location. I have demonstrated that working remotely will not diminish the Agency's ability to accomplish its mission and meet its operational goals with respect to working on NPDES, Industrial Pretreatment and Water Sector Security related issues in Region 5.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jennifer Ostermeier	Job Title & Grade: Public Affairs Specialist
AAship/Region and Division: Office of the Regional Administrator, Office of External Con	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL
Employee's Work Phone: 3123530618	Employee's Work E-mail Address: ostermeier.jennifer@epa.gov
First-line Supervisor: Allison Lippert	First-line Supervisor's Work Phone: 708-982-0057
Proposed Start Date: 06/19/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>As I have been on remote work since March 2021, I have proven myself to be capable to perform to the fullest extent all required duties. <u>Ex. 6 Personal Privacy (PP)</u> My duties include working internally and externally on the Agency's prime form of communication(s) the external website. I am also responsible for the region's social media content for Facebook and Twitter.</p> <p>My work as a Sr. Web Content Coordinator is 100% portable and I have been working remotely full time since 3/2021. A remote work program can yield many benefits, including protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, enhanced health and safety (reduced viral transmission), cost savings, appropriate workspace for focused work, and improved emergency preparedness.</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>Ostermeier, Jennifer</p>	<p>Digitally signed by Ostermeier, Jennifer Date: 2022.06.06 11:10:31 -05'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> 	<p>Digitally signed by Lippert, Allison Date: 2022.06.10 10:06:32 -04'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.06.27 14:15:44 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Yvette Marie Pina	Job Title & Grade: Public Affairs Specialist, 2210, GS-12
AAship/Region and Division: Region 5 ORA	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-353-8439	Employee's Work E-mail Address: pina.yvette@epa.gov
First-line Supervisor:	First-line Supervisor's Work Phone:
Proposed Start Date: as soon as available	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/02/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>I will continue to perform my work as effectively as I have for the past two years (2020-2022). Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) At the end of FY21, I also applied and received a Temporary Promotion as an Internet Specialist in HQ as a GS-13. W</p> <p>I will notify my supervisor of any schedule changes, will continue attend meetings I am required to, and create/update web pages as required including daily page maintenance for existing pages and web areas. I will continue go above and beyond to provide excellent customer service to my colleagues looking to create/update their web pages/web areas.</p> <p>A successful Remote Work program can yield many benefits, including protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature: YVETTE PINA</p> <p><small>Digitally signed by YVETTE PINA Date: 2022.02.09 13:27:24 -06'00'</small></p>	<p>Date:</p>
<p>Supervisor's Signature:</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature: CHERYL NEWTON</p> <p><small>Digitally signed by CHERYL NEWTON Date: 2022.02.23 13:32:09 -06'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Khalia Poole	Job Title & Grade: IT Specialist GS-2210-13
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 West Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: (312) 353-4194	Employee's Work E-mail Address: poole.khalia@epa.gov
First-line Supervisor: Steve Marquardt	First-line Supervisor's Work Phone: (312) 353-3214
Proposed Start Date: End of mandatory maximum telework (~4/25/22)	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/20/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

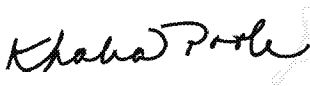
Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

100% of my position duties can be and have been successfully performed remotely, both effectively and more efficiently, using a slew of portable, electronic tools (specifically including Microsoft Office products, Adobe products, video calls, telephone via EC500, etc.) to complete tasks and routinely communicate with staff and management. In my role as an IT Specialist...

PLEASE SEE ATTACHMENT FOR FULL JUSTIFICATION STATEMENT.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: 	Date: 2022.04.05 11:49:22 -05'00'	Date: 4/4/2022
Supervisor's Signature: Steve Marquardt	Digitally signed by Steve Marquardt Date: 2022.04.08 08:03:39 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.25 13:10:59 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Remote Work Application Attachment for Khalia Poole

Included in this attachment:

- Justification Statement
- Approved Schedule
- Evidence of Remote Work Training
- Position Description

Justification Statement

100% of my position duties can be and have been successfully performed remotely, both effectively and more efficiently, using a slew of portable, electronic tools (specifically including Microsoft Office products, Adobe products, video calls, telephone via EC500, etc.) to complete tasks and routinely communicate with staff and management.

In my role as an IT Specialist, I help staff and management to improve communications internally and externally by developing applications for data management, assisting users on how to use various electronic tools for work, helping manage communications on the Intranet and SharePoint, creating graphics, as well as guiding teams on how to use continuous improvement tools electronically and apply Lean principles to improve work processes. All products and services are portable, all are developed and delivered electronically using the numerous software tools and resources already aforementioned. These very same tools have been effective for me in training/mentoring other staff in performing their duties electronically and in a virtual environment. Providing IT support electronically is more effective and efficient by enabling me to show screenshots and live demos of me using the tools in front of users rather than me trying to verbally explain/troubleshoot issues.

Ex. 6 Personal Privacy (PP)

Shifting my position into remote work will yield many benefits, including protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, increased productivity and

performance, enhanced retention of a diverse workforce, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, enhanced health and safety (e.g., reduced viral transmission –

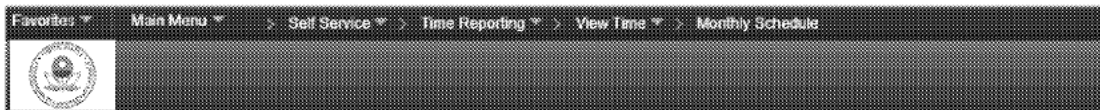
Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

SIGNIFICANT cost savings (i.e., elimination of transit subsidies, Internet, telephone, utilities, heating/cooling, etc. – I have been assuming costs for those items), appropriate workspace for focused work (i.e., my work requires independent work without supervision and often IT coding requires uninterrupted blocks of time difficult to achieve while physically in the region office), and improved emergency preparedness.

Lastly, because my work is electronic based and the very nature of what I do is to support the work/data belonging to staff and management, I do not produce any paper records in my position. My cube is tidy in the regional office and can be easily and quickly cleared out.

Approved Schedule



Monthly Schedule

Ex. 6 Personal Privacy (PP)

[illegible]

ED 013902D 00000162-00003

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Heather Quigley	Job Title & Grade: Environmental Scientist, 13/6
AAship/Region and Division: Region 5, Water Division	Address of Official Agency Worksite: 77 W. Jackson, Chicago, IL 60604
Employee's Work Phone: 312-886-3572	Employee's Work E-mail Address: quigley.heather@epa.gov
First-line Supervisor: Matthew Gluckman	First-line Supervisor's Work Phone: 312-886-6089
Proposed Start Date: 03/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/24/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have worked for the Agency for 21 years, over 5 of those years within the NPDES branch. During the pandemic, I worked full time remotely for the NPDES branch and my work productivity did not suffer. I work independently and as a team leader and can successfully work with team members through emails, telephone calls and "Teams" meetings. My work in reviewing state and federal regulations lends itself to working remotely since all of that information is already in electronic format.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

Quigley, Heather

Digitally signed by Quigley,
Heather
Date: 2022.02.23 08:59:27 -06'00'

Date:

Supervisor's Signature:

MATTHEW
GLUCKMAN

Digitally signed by MATTHEW
GLUCKMAN
Date: 2022.02.24 13:19:55 -06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.03.08 09:32:25 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Steven L Renninger	Job Title & Grade: On-Scene Coordinator/GS-14
AAship/Region and Division: EPA/Region 5/SEMD/ERB1	Address of Official Agency Worksite: 26 West Martin Luther King Drive, Cincinnati, OH 45268
Employee's Work Phone: 859-594-6551	Employee's Work E-mail Address: renninger.steven@epa.gov
First-line Supervisor: James Augustyn	First-line Supervisor's Work Phone: 440-250-1742
Proposed Start Date: February 14, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/19/18</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

OSC Renninger has performed his OSC response duties for over 25 years as a remotely stationed employee in the Cincinnati Ohio geographic area. His proposed remote work location is located within his currently assigned geographic response area and same locality pay area. He has a long record of working effectively at remote removal sites and has had little reliance on his assigned EPA workspace to complete his duties. More recently, he has worked effectively at a remote work location throughout the ongoing Pandemic. His remote work supporting the Kalamazoo vaccination effort and support to the Benton Harbor water response attest to his ability to work remotely. Approval of a remote work location will have no impact on Region 5's mission to respond to emergencies and conduct removal actions in the southwestern Ohio response area.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: STEVEN
RENNINGER

Digitally signed by STEVEN
RENNINGER
Date: 2022.02.01 09:45:18 -05'00'

Date:
2/1/2022

Supervisor's Signature:
James Augustyn

Digitally signed by James
Augustyn
Date: 2022.02.01 10:36:50 -05'00'

Date:
2/1/2022

AA/RA (or designee) Signature: CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.03.07 15:41:00 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mark Restaino	Job Title & Grade: Remedial Project Manager, GS-12
AAship/Region and Division: Region 5/LCRD/CAS3	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-0394	Employee's Work E-mail Address: restaino.mark@epa.gov
First-line Supervisor: Greg Rudloff	First-line Supervisor's Work Phone: 312-886-0455
Proposed Start Date: 01/30/2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/09/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachement

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:	Restaino, Mark	Digitally signed by Restaino, Mark Date: 2023.01.06 16:15:15 -06'00'	Date:
Supervisor's Signature:	GREGORY RUDLOFF	Digitally signed by GREGORY RUDLOFF Date: 2023.01.12 09:40:35 -06'00'	Date:
AA/RA (or designee) Signature:	CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2023.02.16 07:13:49 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.			

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

ATTACHMENT 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The following items are listed in Section 8 of the Remote Work Article as function-based criteria to determine the eligibility of remote work:

1. All of the employee's work is portable: My work is entirely portable. My job entails reviewing documents such as corrective action reports from environmental consultants, grant applications and progress reports from state agencies, and tribal concurrence letters. These are all submitted electronically via email. All my old paper files have been scanned and site files are uploaded to the TrUSTD database. Any correspondence with stakeholders is generated and sent electronically. The grant review progress is all done electronically and has been for many years.
2. Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL): I can contribute to the achievement of the agency's mission from a remote work location. I have been effectively communicating with responsible parties, reviewing corrective action documents and making closure eligibility determinations using electronic methods. While working remotely, I closed several Leaking Underground Storage Tank releases. All of the Grant work is done electronically. For several years now I have reviewed, and approved grant work plans electronically, thus, allowing for timely awarding of the grant. I can review and approve semi-annual reporting measures electronically. These activities have contributed to my program's success in meeting annual targets.
3. Approving the RWL would not require reassignment of current work or tasks to other staff: None of my current duties would require reassignment to in-office staff since my work is entirely portable.
4. Employee's work rarely requires access to in-office resources: All of the historic LUST documents have been scanned and uploaded to TrUSTD. New LUST documents are sent via email. Grant documents are sent and reviewed electronically. Meetings can be held via Microsoft Teams or another video format. Therefore, there are no day-to-day activities that would require me to access resources only available in the office. Occasional field work will be performed in person, away from my remote work location; however, such work is entirely located more than 50 miles from my duty station and will always require travel authorization.
5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with

any agency customers or stakeholders (e.g., public, states, industry): Since the beginning of the pandemic, my section and division has experienced more consistently scheduled and attended staff meetings which has improved communication among colleagues. State and Tribal agencies with which I hold regular meetings are equipped with Microsoft Teams which ensures seamless communication with these customers. Most customers in industry prefer to communicate by email or video using Teams. Individual stakeholders tend to communicate with me over the telephone. I utilize call forwarding from my office phone daily during business hours. I do not foresee any disruption to my ability to communicate promptly and effectively with internal or external customers.

6. The employee's position does not require in-person interface with management officials or other colleagues on any routine basis: None of my position duties requires in-person meetings with management officials or colleagues. Briefings I have conducted in the past have been effectively performed using Microsoft Teams.
7. The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic): I regularly contribute to the achievement of my section's site closure goals, and I regularly participate on workgroups within my section as well as nationally. Throughout my career at EPA,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

8. Technology needed to perform duties is available and fully functional: I have recently received a new EPA-issued laptop with all necessary software. I have broadband internet access which has incurred no significant outages in the past several years.
9. The employee continues to comply with the terms of his or her written and approved Remote Work Agreement: I intend to adhere to all terms of my Remote Work Agreement including maintaining regular core hours and consistent communication with my supervisor regarding scheduled hours and assignments.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jennifer Dodds	Job Title & Grade: Ecologist GS-13
AAship/Region and Division: Region 5, LCRD, RB, CAS2	Address of Official Agency Worksite: 77 West Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-1484	Employee's Work E-mail Address: dodds.jennifer@epa.gov
First-line Supervisor: Shilpa Patel	First-line Supervisor's Work Phone: 312-886-0120
Proposed Start Date: 5-9-22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7-23-19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can as effectively and efficiently perform all of my duties from my RWL as from the office because my work is 100% portable. Additionally, none of my CJE's require me to be in the office on a regular or recurring basis nor do I need to be in the office to successfully complete my assigned duties. I successfully worked at an AWL twice a week for many years prior to COVID and am confident that working at a RWL will in no way diminish my ability to support the Agency's mission and operational goals. Throughout the COVID-19 pandemic, I successfully managed and advanced my ecological technical support duties, project management work, and state liaison responsibilities while taking on additional workload and responsibilities. I have completed the transition from paper to electronic records which further reduces the need to be physically in the office as any new records can be electronically submitted. I have a long track record of producing high quality work products and providing excellent communication both to internal and external customers without close supervisory oversight.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JENNIFER DODDS

Digitally signed by JENNIFER DODDS
Date: 2022.04.04 08:18:34 -05'00'

Date:

Supervisor's Signature:

SHILPA PATEL

Date: 2022.04.05
07:20:15 -05'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.05.12 08:00:50 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Dodds, Jennifer- Remote Work Text

I can as effectively and efficiently perform all of my duties from my RWL as from the office because my work is 100% portable . Additionally, none of my CJE's require me to be in the office on a regular or recurring basis nor do I need to be in the office to successfully complete my assigned duties. I successfully worked at an AWL twice a week for many years prior to COVID and am confident that working at a RWL will in no way diminish my ability to support the Agency's mission and operational goals. Throughout the COVID-19 pandemic, I successfully managed and advanced my ecological technical support duties, project management work, and state liaison responsibilities while taking on additional workload and responsibilities. I have completed the transition from paper to electronic records which further reduces the need to be physically in the office as any new records can be electronically submitted. I have a long track record of producing high quality work products and providing excellent communication both to internal and external customers without close supervisory oversight.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Over the past two years I have continued to provide regular updates to management on all of my projects, supported new hires, and continued to meet administrative deadlines for trainings and reporting. I also have prepared briefing materials and have briefed Division, Regional, and HQ staff numerous times over Teams. One example of my effectiveness in utilizing Teams for briefings is evidenced by my receiving a Shooting Stars Award from Cheryl Newton for my well organized and detailed briefing of the DuPont East Chicago Facility for Carlton Waterhouse and others at HQ. Working at a RWL will also provide a substantial cost savings to the Agency by eliminating a transit subsidy and my cubicle space. As I've stated, I'm 100% confident I can continue to perform all of my duties as efficiently and effectively from a RWL as I can from the office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Brent Ribble	Job Title & Grade: Physical Scientist, GS 12
AAship/Region and Division: Region 5, Air & Radiation Division	Address of Official Agency Worksite: 77 W Jackson Blvd Chicago, IL 60604
Employee's Work Phone: (312) 886-6232	Employee's Work E-mail Address: ribble.brent@epa.gov
First-line Supervisor: Melissa Hulting	First-line Supervisor's Work Phone: 312-886-2265
Proposed Start Date: TBD	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>11/12/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

- My work is completely portable, and there is not a need for me to be in the office each pay period.
- Me working remotely does not shift responsibilities to nor otherwise adversely impact other employees/programs.
- Throughout the past two years at EPA, I have a demonstrated, completely remote track record of
 - (1) performing and delivering excellent work independently and without close supervision,
 - (2) delivering excellent customer service to stakeholders and collaborators, and
 - (3) developing relationships with coworkers and colleagues.
- I have worked remotely at other times in my career and am skilled at performing work and developing relationships in a remote environment. In fact, I can be a resource for improving our remote work culture and effectiveness.
- I live in the far corner of the Milwaukee-Waukesha Wisconsin locality area. Commuting regularly into downtown Chicago would be unhealthy for my family life and personal life (and unhealthy for the environment and public health).

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Brent Ribble	Digitally signed by Brent Ribble Date: 2022.03.28 09:28:23 -05'00'	Date:
Supervisor's Signature: Hulting, Melissa	Digitally signed by Hulting, Melissa Date: 2022.06.24 17:26:24 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.08.22 08:05:19 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Susan J Rittenhouse	Job Title & Grade: Environmental Scientist GS-12
AAship/Region and Division: Region 5, LCRD	Address of Official Agency Worksite: 77 West Jackson Blvd, Chicago IL 60604
Employee's Work Phone: 312 886-1769	Employee's Work E-mail Address: rittenhouse.susan@epa.gov
First-line Supervisor: Anton Martig	First-line Supervisor's Work Phone: 312 353-2291
Proposed Start Date: Feb 27, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <i>Susan Rittenhouse</i>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 7/29/2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

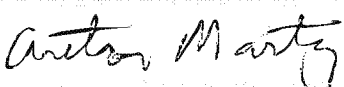
My work is 100% portable. I have been successfully teleworking since the agency implemented the telework program in the early 2000's. Since March 2020, I have been teleworking 100% of the time due to the COVID-19 Pandemic. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) In addition, I was part of the Region 5 Pesticides Team that received a Regional Administrator Award for Excellence for our response to handling public inquiries on products registered for use on COVID-19 while working from home during the pandemic.

My work consists of acting as a technical contact for 2 pesticide PPGs. This involves reviewing grant applications, meeting, and coordinating with State contacts via phone and email, and writing midyear and yearend evaluations. Other responsibilities include coordinating State meetings for the State Laboratory Directors and State Lead Agencies by working with State partners to develop meeting agendas, schedule virtual meetings (or arrange for meeting rooms). My work also consists of working with the Section's SharePoint and MS teams sites to manage section resources.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SUSAN RITTENHOUSE	Digitally signed by SUSAN RITTENHOUSE Date: 2022.02.09 12:00:26 -06'00'	Date:
Supervisor's Signature: 		Date: 2/16/22
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.10 14:47:25 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Carol Ropski	Job Title & Grade: Environmental Protection Specialist GS13
AAship/Region and Division: Region 5, Superfund Emergency Management Division	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60004, SE-5J
Employee's Work Phone: (312) 353-7647	Employee's Work E-mail Address: ropski.carol@epa.gov
First-line Supervisor: Matthew Mankowski	First-line Supervisor's Work Phone: (312) 886-1842
Proposed Start Date: Upon the termination of Maximum Telework	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/30/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Explanation of Performance during Maximum Telework from my RWL.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Ropski, Carol

Digitally signed by Ropski, Carol
Date: 2022.02.02 16:50:59
-06'00'

Date:

Supervisor's Signature:

MATTHEW
MANKOWSKI

Digitally signed by MATTHEW
MANKOWSKI
Date: 2022.02.11 15:30:48 -06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.03.11 10:12:32 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation of Performance While Working at Remote Work Location (RWL)

Carol Ropski

1. All of the employee's work is portable.

All my work is portable. See below for examples.

2. Tasks or work assignments can be performed at least equally effectively at the remote worklocation (RWL).

I can perform my work duties more effectively from my RWL than from the Official Agency Worksite in Chicago (Chicago). This has been my experience from March 2020 to the present during Maximum Telework (MAX). Tools like TEAMS have made working remotely and collaborating with co-workers more effective than working in Chicago. My position as a Contingency Planner, Removal Program Accomplishment Reporting Team Lead and Administrator of the Removal and Enforcement Track (R&ET) access database

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I am WAY more productive than I was when I had to get most of my work done at my AWL/RWL in two days a week.

There are less distractions at my RWL considering my permanent workstation location is in a busy corridor across from the (former) printer. It's easier to coordinate with co-workers virtually on TEAMS than in-person when you schedule meetings around folk's office availability. I have more flexibility to continue working to meet important deadlines from my RWL because I am not tied to a train schedule. I have shown flexibility to work on last minute projects and HQ and Regional data "ASKS" from my RWL when needed because I am not commuting and don't have as many disruptions, including on my day off. There is also less of an opportunity to socialize with co-workers. While I miss this, many friends have now retired and I am more productive at my RWL than before MAX as a result.

Having TEAMS meetings while in the office, or others doing the same in nearby cubicles will be very distracting

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Prior to Maximum Telework, I scheduled my in-person meetings for office days and made phone calls and completed most other work while at my AWL/RWL. The before MAX days where I had a good chunk of uninterrupted time, with headphones on and my fan going full blast to block out disruptions and noisy co-workers were rare, but productive. I have proven to be more productive in my quiet, sunny, plant filled office at my RWL. Scheduling meetings with TEAMS now is much easier since MAX. Folks are keeping their calendars up to date so that same day meetings are now common versus before MAX when it could take weeks to schedule meeting with folks in the office. Often the meetings would be cancelled due to conflicts or unexpected absences. Therefore, problems are resolved more efficiently than before MAX.

Ex. 6 Personal Privacy (PP)

Productivity Examples:

- a. **Contingency Planning:** The resources are on-line regardless of where I am located, including the Regional Response Team (RRT) website and links; State Mapping Programs; Inland Sensitivity Atlas; Sub-area planning websites on response.osc.gov. In addition, I have my files and other resources at my RWL and on One-Drive. I would not be able to access the paper files and other physical resources while in Chicago. Most of my Planning co-workers and OSCs are outside of the Chicago commuting area, including in Michigan, Minnesota, and Wisconsin.
- b. **Removal & Enforcement Track Database (R&ET) Administrator:** The database is an Access database, with Access Front End Desktop form and live data on SharePoint. The Contractor and programmers are in Georgia, Colorado and Texas. I do not need to be in the office to work on this database or any related QA/QC data tasks or responses to data requests. I can work on this more effectively from home because I have blocks of uninterrupted time for reporting and database administration. I have been training new users with Live Demos of R&ET via TEAMS effectively during MAX.
- c. **Removal Program Accomplishment Reporting:** SEMS is virtual, R&ET is virtual, HQ uses TEAMS and the Removal Data Team meets on TEAMS. I send out reports for review to managers via email. I also use e-sign, SEMS-RM, response.epa.gov website, emailed polreps and emailed Action Memos as resources. All of these are exclusively obtained virtually. None of this part of the job needs to be done in person. It is easier to meet with the team virtually than in person as stated in the above narrative.
- d. **Regional and National Misc. Events:** This includes events like Awards ceremonies, All-hands meetings, Tribal and EJ training, wellness lunch programs, RRT programs from other Agencies etc. I have had more of an ability to attend these types of events than before Maximum telework which has led to more job satisfaction and a feeling of connectedness to the Region and Agency.
- e. **Administrative:** People Plus, Training etc. are currently done virtually. No change.

3. Approving the RWL would not require reassignment of current work or tasks to other staff.

There will be no change in assignments or tasks. I have been performing above and beyond my regularly assigned tasks while at my RWL during Maximum Telework. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP) In addition, I have been conducting more of the work in one area:

Removal Program Accomplishment Reporting: One of the key employees in the reporting process has had a reduction in office days and hours during Maximum Telework. It has fallen to me to pick up the slack from what he would normally be doing in addition to my regular duties in this area. I made sure that the data entry normally completed by this person was entered into SEMS correctly during the Chicago office closure when he was unable to report to the office at all. Since then, I have retained some of his usual duties while I am training the new Program Analyst and continuing to correct some of his data entry. TEAMS has helped this Removal SEMS team to integrate and we have done a lot of cross training including the development and vetting of written procedures to help others do the work when needed. There are plans to streamline the workflow when the employee retires, but in the mean-time I am the one making sure what he does is correct and getting him to fix the errors, or having others fix errors. Being physically in Chicago is not needed to accomplish this work duty in SEMS, which is on-line.

4. Employee's work rarely requires access to in-office resources.

As detailed above, 100% of my work is portable. The only in-office needs over the last two years have been rare IT and ID security card expiration related.

5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry).

As detailed above, I have been fully able to coordinate and communicate with management, OSCs, and outside stakeholders during the MAX. I have continued to perform my assigned work and meet deadlines from my RWL. I also have more flexibility with my work schedule and can extend my working time to complete tasks when needed, unlike when I am working in the Chicago office where I must keep the train schedule in mind. There are numerous distractions and interruptions when working in the Chicago office versus the extremely limited interruptions at my RWL. Less interruptions and ability to focus and extend my working time increases my ability to accomplish the Agency's mission and meets its operational goals.

6. The employee's position does not require in-person interface with management officials or other colleagues on any routine basis.

My work duties do not require in-person interactions or meetings with the public or regulated community in the Chicago office. These types of meetings have been successfully accomplished virtually via TEAMS. My first line supervisor calls when he needs something and I either answer right away or call back quickly, even on my day off. In addition, aside from my First line Supervisor and two-coworkers, the rest of my Section and my Branch Chief are in Michigan.

- a. Contingency Planning:** My Planning Sub-areas are outside of Chicago, so when I meet with folks in the subareas it requires local travel, overnight travel, or a virtual meeting. This will not change with a Cook County, Illinois RWL. Some of my planning areas have out-stationed OSCs in Minnesota and Wisconsin and other Region 5 states. Inspections can be done virtually or on-site, which typically requires travel. Participating on exercise planning teams is usually done either virtually or in-person if the site is local, like NW Indiana.
- b. Removal Program Accomplishment Reporting:** My removal data duties are more easily done virtually via Teams. It has been easier to coordinate with this team remotely than when we would try to schedule meetings in person, considering the various in office schedules did not often coincide, so meetings would be delayed for weeks. The team has gotten better with screen sharing which we used to have to project onto the wall once we were all in the office. Now we can resolve issues in SEMS quickly with impromptu TEAMS meetings quickly when an issue is found.

7. The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).

As detailed above, I successfully complete my job elements without close supervision. I have a 32-year record of successfully accomplishing the Agency's goals. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

As shown in my performance at my RWL for the past two years, and during my 32-year career in the Emergency Response Branches, Superfund Emergency Management Division, EPA Region 5, I am a self-motivated employee. Over my career, **Ex. 6 Personal Privacy (PP)** and deployed to Enbridge Spill in Marshall, Michigan; Flint; Hurricanes Irma/Maria in the US Virgin Islands; Hurricane Harvey in Texas and worked in the EOC during Hurricane Katrina.

I have three primary work areas. I am self-motivated and perform these jobs successfully without the close supervision by my first line Supervisor. I usually do not need to be reminded of administrative deadlines, like People Plus and Training requirements.

- a. **Contingency Planning:** In this role, I coordinate internally with EPA personnel and externally with planning sub-area committee members, including States, local emergency responders, other Federal Agencies, Tribes, and USCG without close supervision.
- b. **Removal Program Accomplishment Reporting:** In my role as team leader, I have shown initiative to keep the SEMS database up to date in addition to other removal program data. On my own initiative I created new Environmental Justice reports for removal program starts and completions prior to being asked and had been tracking the Removal Program EJ data internally in R&ET for over a decade. The SEMD removal program is in the forefront for reporting this information due to the consistent tracking of Environmental Justice sites over the last decade. I also report R5 removal accomplishments to EPA Headquarters and participate in national meetings and workgroups from my RWL. We responded to many data requests over the past two years that dealt with large amounts of information and data with short time frames without much supervisory oversight. TEAMS made this easier to accomplish than in-person through file sharing, collaboration with OSCs, SEMS, the record center, and removal data reporting team members. I am successfully training the new Removal Program Analyst from my RWL in removal data reporting, SEMS and removal track. The self-motivated team data team has also been cross-training each other in the event of potential future personnel changes.
- c. **R&ET Administrator:** I created and manage the database independently with limited supervisory oversight over the years. I have been supporting and training the Enforcement Support Section (ESS) as new Enforcement Investigators have been brought on-board on my own initiative.

8. Technology needed to perform duties is available and fully functional.

My RWL has fast internet access, a printer/scanner and my office phone has been forwarded to my mobile. I obtained a second monitor to use with my laptop when I was not allowed to take either of the two monitors on my desktop to my AWL/RWL during MAX. This monitor is large, and I can have multiple applications open on screen at the same time, in addition to my laptop. I have been better able to perform my duties at my RWL once I obtained the monitor and brought additional work files home. Now everything that I need for productivity is at my RWL vs. Chicago.

9. The employee continues to comply with the terms of his or her written and approved RemoteWork Agreement.

N/A – New Request

10. Cost to Agency.

My RWL will save the Agency money on the transit subsidy, potential office space consolidation and resources such as work-station telephone, electricity, office supplies, bathroom supplies, Internet, etc. My home generates much of its electricity with Solar Panels and I drive less by not

commuting to the train and/or office. Therefore, my carbon footprint is lessened at my RWL.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Prior to the implementation of Maximum Telework, I was commuting from Arlington Heights to Chicago on the Metra, Zone E to A.

I typically used 2 10-Rides per month. The current total cost using today's fares is \$128.50 per month, and \$1,542 per year.

It has also saved the Agency considerably in office supplies such as ink, pens, pads of paper, printer paper, file folders etc. I will estimate this cost is approximately \$75 per year based on my personal expenditures.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kathryn Rosenberg	Job Title & Grade: Life Scientist, GS 12
AAship/Region and Division: Region 5, Water Division	Address of Official Agency Worksite: 77 W Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-6774	Employee's Work E-mail Address: rosenberg.kathryn@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: 312-886-0746
Proposed Start Date: February 1, 2023	If Temporary, Proposed End Date: July 31, 2023
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been performing all of my duties in full-time remote work since I began working at EPA in May 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) My work will remain of exceptional quality from a remote work location. From a remote work location, I have established effective methods for independent time management, collaborating with coworkers and supervisors, and communicating with state and tribal counterparts. As I have already proven for almost three years that I can perform all of my duties in an exemplary way while in full-time remote work, approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KATHRYN ROSENBERG	Digitally signed by KATHRYN ROSENBERG Date: 2022.12.31 21:18:42 -06'00'	Date: 12/30/2022
Supervisor's Signature: ANDREA SCHALLER	Digitally signed by ANDREA SCHALLER Date: 2023.01.09 14:52:40 -06'00'	Date: 1/9/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2023.01.13 08:25:13 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Linda A Ross	Job Title & Grade: Environmental Protection Specialist GS 12
AAship/Region and Division: U.S. EPA Region 5	Address of Official Agency Worksite: 77 West Jackson Blvd SR-6J
Employee's Work Phone: 312-353-6626	Employee's Work E-mail Address: ross.lindaa@epa.gov
First-line Supervisor: Denise Boone	First-line Supervisor's Work Phone: 312886=6217
Proposed Start Date: April 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-353-6626	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>This application is to request remote work from home which will allow me to continue performing my current duties as EPA Project Officer for the State Of Michigan at a remote location</p>		
<p>Ex. 6 Personal Privacy (PP)</p>		
<p>Ex. 6 Personal Privacy (PP)</p>		<p>Working remote</p>
<p>would allow me to conduct project officer duties such as managing and processing awards, the ability to continue to work independently and to continue to be successful in completing tasks ahead of time</p>		
<p>Ex. 6 Personal Privacy (PP)</p>		
<p>Remote work would be more cost effective and save space, A distract free environment allows me to complete tasks faster and more efficiently which has a positive impact on the final work products.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Address paper files with supervisor prior to beginning remote work.</p>		
<p>Employee's Signature:</p> <p>Linda A Ross</p>	<p>Digitally signed by Linda A Ross Date: 2022.02.13 22:39:27 -06'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> <p>DENISE BOONE</p>	<p>Digitally signed by DENISE BOONE Date: 2022.02.14 14:47:11 -06'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.03.07 14:41:46 -06'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Charles Roth	Job Title & Grade: Life Scientist GS-13
AAship/Region and Division: Region 5 SEMD	Address of Official Agency Worksite: 77 W Jackson Blvd, Chicago, IL, 60604
Employee's Work Phone: 312-886-0242	Employee's Work E-mail Address: Roth.Charles@epa.gov
First-line Supervisor: Steven Padovani	First-line Supervisor's Work Phone: 312-353-6755
Proposed Start Date: 2/1/2022 or when return to the office is announced	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/20/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached file. RemoteWorkJustification.doc

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Charles roth	Digitally signed by Charles roth Date: 2022.01.20 15:17:17 -06'00'	Date: 1/20/2022
Supervisor's Signature: STEVEN PADOVANI	Digitally signed by STEVEN PADOVANI Date: 2022.02.28 09:28:26 -06'00'	Date: 2/28/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.11 10:14:17 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Roth, Charles - Remote Work Justification

Remote work will provide me the opportunity to provide the same level of technical support and expertise to SEMD RPMs and OSCs as I have been providing while stationed at 77 W. Jackson and while remote stationed at the Willowbrook Superfund facility. The requirements for my position as a Life Scientist/Data Analyst are completely met at my in-home office. All of the needed hardware and software are portable and can be used in any office setting. Delivery of work products like reports and maps are, and have been for some time, delivered electronically via sharepoint or email. Presentations, for the last two years have all been virtual, and Teams meetings have gone very well. Presentations and trainings have been productive and a very effective way to disseminate and discuss data issues. However, future meetings may move back to in-person. Since my remote station will be the home I have lived in my entire career in-person meetings will not be a burden on me or the agency (travel to out of town meetings would be no different whether working remotely or in an EPA office).

I currently report to Steve Padovani , Section Chief of the Field Services Section of SEMD. Although most of the work I perform is directed by the RPMs and OSCs, I have an open and cooperative working relationship with Steve. I am prepared to provide regular briefings to Steve, keeping him up to date on which projects I am working on and how those projects are going.

There would be no cost to the EPA with my moving to remote work. Cost reductions to the agency would be based on the reduction of office space required. Benefits to me include a reduced carbon footprint and reduced commute (time and expense).

It has been my experience over the nearly 2 years of remote work with the COVID19 pandemic that my work effectiveness has not suffered, and in many cases has improved. My home office is a closed space where I am able to have increased focus and few distractions. The use of the Teams software for virtual meeting has been effective and in some cases actually improved communications. Impromptu meetings with RPMs can be set up, with all of the participants able to view my computer screen (something that is not practical with in-person meetings). Simple questions can be instantly answered with the Teams chat function. I am requesting to be moved to Remote Work status for the enormous benefits to me personally, but I am confident that the move will benefit the Agency equally.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Sahba Rouhani	Job Title & Grade: Environmental Engineer/ GS13
AAship/Region and Division: EPA Region 5/Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: 312-886-0245	Employee's Work E-mail Address: rouhani.sahba@epa.gov
First-line Supervisor: Mark Ackerman	First-line Supervisor's Work Phone: 312-353-4145
Proposed Start Date: April 11, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 11, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I agree to complete all assigned work effectively and in accordance with my supervisor's instruction. I will communicate with my supervisor to receive work assignments and have completed work reviewed. I agree to be accessible and responsive by telephone, and email to my supervisor, co-workers, our customers and others. I agree to check my email and voice-mail regularly and to respond as promptly as possible. I do have reliable network access and appropriate technology as well as knowledge to support my work and do my work effectively from the remote location. I take responsibility for data security and other information while working remotely. I can accomplish all my work and support my Agency's mission and its operational goal from my remote location.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SAHBA ROUHANI	Digitally signed by SAHBA ROUHANI Date: 2022.03.24 11:43:45 -05'00'	Date:
Supervisor's Signature: MARK ACKERMAN	Digitally signed by MARK ACKERMAN Date: 2022.05.31 15:17:05 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.06.21 10:32:27 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Ruppel	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: EPA Region 5 / Water Division	Address of Official Agency Worksite: 77 W Jackson Blvd Chicago, IL 60604
Employee's Work Phone: (312) 886-1823	Employee's Work E-mail Address: ruppel.james@epa.gov
First-line Supervisor: Donna Keclik	First-line Supervisor's Work Phone: 312-886-6766
Proposed Start Date: 8/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/22/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work consists of reviewing and drafting electronic documents. Any collaboration can be done just as easy through MS Teams as it can be done in the office. My job was performed satisfactorily completely remotely during the pandemic and there is no reason to believe I cannot continue to do so. Prior to being relocated to Chicago I worked completely remotely for EPA Region 5 for 5 years. Full time remote work for my position will benefit the federal government financially in the following ways. I will not require a commuting transportation subsidy of approximately \$250 per month (\$3000/yr). My locality pay will be adjusted by \$8,000/yr. For a savings of \$12,000 per year plus I will not require office space at (roughly approx. \$2200) plus additional savings associated with other costs of maintaining an office presence. We have not had a meeting for which everyone was required to be present in the office in person for the entire previous 6 years that I worked in the Chicago office. However, any additional travel costs associated with such a meeting would be more than offset by the associated savings mentioned above.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JAMES RUPPEL	Digitally signed by JAMES RUPPEL Date: 2022.07.19 09:29:27 -05'00'	Date:
Supervisor's Signature: DONNA KECLIK	Digitally signed by DONNA KECLIK Date: 2022.07.25 14:57:16 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.07.29 10:15:39 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Debra L. Russell	Job Title & Grade: Contract Specialist GS-12
AAship/Region and Division: Region 5 MSD	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-353-1289	Employee's Work E-mail Address: Russell.Debra@epa.gov
First-line Supervisor: Sheila Dolan	First-line Supervisor's Work Phone: 312-886-6675
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2-9-22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can get much more work done by being more focused in a single day as I have less interruptions/distractions such as: less noise, loud talking between cubicles, visitors stopping by my cubicle, being stopped in the hallways for a few seconds and/or kitchen. The Agency's mission will be fully executed as I've already stated; I prefer peace & quiet so my concentration will not be affected as far as the mission of EPA. I can obtain digital signatures for documents and electronic documents that I need from the EPA's Acquisition System (EAS) when I need them; when I need to research contracts/task orders/small purchases & etc. I have a reliable internet service I can say especially since I've had to work for almost two years already from home. I've taken some of the training needed via the new CSOD FAI database as well and the Teams portal that I need to keep up with my Continuing Learning Points (CLPs) for the job. Again, the work I perform will not diminish the Agency's ability to accomplish its mission and meet its operational goals as I have the tools needed to complete all tasks assigned to me from my RWL. I also, proved that I can keep up with the mission/operational

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DEBRA RUSSELL	Digitally signed by DEBRA RUSSELL Date: 2022.02.03 10:06:07 -06'00'	Date: 02/03/22
Supervisor's Signature: Dolan, Sheila	Digitally signed by Dolan, Sheila Date: 2022.03.15 15:23:38 -05'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Russell, Debra – Remote Work Text

I can get much more work done by being more focused in a single day as I have less interruptions/distractions such as: less noise, loud talking between cubicles, visitors stopping by my cubicle, being stopped in the hallways for a few seconds

and/or kitchen. The Agency's mission will be fully executed as I've already stated; I prefer peace & quiet so my concentration will not be affected as far as the mission of EPA. I can obtain digital signatures for documents and electronic documents that I need from the EPA's Acquisition System (EAS) when I need them; when I need to research contracts/task orders/small purchases & etc. I have a reliable internet service I can say especially since I've had to work for almost two years already from home. I've taken some of the training needed via the new CSOD FAI database as well and the Teams portal that I need to keep up with my Continuing Learning Points (CLPs) for the job. Again, the work I perform will not diminish the Agency's ability to accomplish its mission and meet its operational goals as I have the tools needed to complete all tasks assigned to me from my RWL. I also, proved that I can keep up with the mission/operational goals of the agency as I was out last year for 4 & 1/2 months total and was able to process 124 actions in the EAS system/database totaling 15.2M. I also completed administrative modifications after returning back to work on June 14, 2021 for the Emergency and Rapid Response Services (ERRS) contracts. I assisted in training another Contract Specialist on the ERRS contracts & the processing of the task orders via the Teams portal.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jonathan James Schweizer	Job Title & Grade: Environmental Engineer, GS-819-12
AAship/Region and Division: Region 5, Water Division	Address of Official Agency Worksite: 77 West Jackson Boulevard, Chicago, IL 60604
Employee's Work Phone: (312) 886-0211	Employee's Work E-mail Address: schweizer.jonathan@epa.gov
First-line Supervisor: Andrea Schaller	First-line Supervisor's Work Phone: (312) 886-0746
Proposed Start Date: upon designated "return to office" date	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="font-family: cursive; font-size: 1.2em; margin-top: 20px;">Jonathan J. Schweizer</div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Items for my review, generally Pretreatment program proposals are provided in electronic form by email and can easily be reviewed at my remote location. Review comments are prepared in Word and sent by email back to the applicant. My official work phone is forwarded to my cellphone which I keep on during work hours so that I can be reached that way when necessary. Remote access to network including Intranet allows me to upload my work to Sharepoint as well as to access any files that I might need to do my work and prepare leave requests and submit timesheets. I use TEAMS and Zoom to access and participate in meetings including Huddles, check-ins, Performance Appraisals, staff meetings and other meetings (i.e., meetings with co-workers, professional groups, attorneys, consultants and municipal officials) and mandatory and other training as needed. Completion of reviews as described above will contribute to EPA's accomplishment of its mission (in the water area providing clean and safe water) to the same extent as completion of these reviews in the office.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: JONATHAN
SCHWEIZER

Digitally signed by JONATHAN
SCHWEIZER
Date: 2022.03.16 17:31:05 -05'00'

Date:

Supervisor's Signature: ANDREA SCHALLER

Digitally signed by ANDREA
SCHALLER
Date: 2022.03.29 16:23:00 -05'00'

Date:

AA/RA (or designee) Signature: CHERYL
NEWTON

Digitally signed by
CHERYL NEWTON
Date: 2022.03.30
06:58:12 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Michael Sedlacek	Job Title & Grade: Physical Scientist (Environmental), GS-12 Step 6
AAship/Region and Division: R5/ORR/TMMPO	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-886-1765	Employee's Work E-mail Address: sedlacek.michael@epa.gov
First-line Supervisor: Kenneth Westlake	First-line Supervisor's Work Phone: 312-886-2910
Proposed Start Date: 6/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-886-1765	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Due to formatting issues, please see number 6 in "Sedlacek Remote Work Modification Application - Other Required Information"

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Sedlacek, Michael	Digitally signed by Sedlacek, Michael Date: 2022.05.12 09:40:26 -05'00'	Date: 05/12/2022
Supervisor's Signature: KENNETH WESTLAKE	Digitally signed by KENNETH WESTLAKE Date: 2022.05.17 11:59:36 -05'00'	Date: 05/16/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.06.23 10:08:47 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Mike Sedlacek – Remote Work Application Required Information

Required information¹

1. **Proposed RWL work schedule:** Flexiplace 7:30 a.m. – 4:00 p.m., Monday-Friday, for both weeks of each pay period.
2. **Remote Work Outside the Local Commuting Area (LCA):**² Any request by an employee for remote work outside the LCA is voluntary on the part of the employee. If approved, the relocation is for the convenience and benefit of the employee and the agency will neither pay for nor reimburse any relocation costs incurred by the employee. However, if the supervisor or manager recalls an employee on approved remote work to the office, then the employee is entitled to reimbursement of travel related expenses according to travel policy. If an employee wants to perform remote work outside of the LCA the employee must meet all requirements for remote work and must receive a written recommendation for doing so, in advance, from their supervisor or manager.³ *The written recommendation must clearly explain how the employee is fully able to perform all of their duties effectively from the remote location, so approval of the request will not, under any circumstances, diminish the agency's ability to accomplish its mission and meet its operational goals. When assessing remote work requests outside the LCA, the supervisor or manager must document and consider the following:*
 - a. **The employee's current and likely future duties.**⁴
 - Section 309 NEPA Reviews – Supports TMPO/NEPA by conducting all Clean Air Act Section 309 NEPA Reviews of Environmental Impact Statements, Environmental Assessments, and other NEPA documents as assigned.
 - As principal reviewer, is responsible for determining accuracy, completeness, and relevance of comments received from other internal/external reviewers, and for incorporating those comments, as deemed necessary and appropriate, into comment letters together with his/her own observations and findings. Reconciles conflicting positions within EPA. Demonstrates sound judgment, exercises logical thinking and foresees consequences of actions. Has adequate knowledge of all applicable policies or rules and selects appropriate guidelines or procedures to follow in a variety of situations.
 - Review of NEPA documents results in work products (e.g., comment letters, emails, and/or and other formal internal and external communication) that are completed by applicable due dates, are of good quality (complete, accurate, with appropriate tone, requiring little or no substantive revisions), with critical issues identified and recommendations for appropriate resolution(s) proposed. Comment

¹ For numbers 1-4, see Sections VIII and XI of *U.S. Environmental Protection Agency Remote Work Policy*, Classification Number 3110.32A.

² This paragraph (from pages 9-10 of *U.S. Environmental Protection Agency Remote Work Policy*, Classification Number 3110.32A) explains specific requirements for remote work outside of the Local Commuting Area.

³ If you are amenable to writing a recommendation, please see number 5, below.

⁴ This information was taken from my FY 2022 PARS language.

letters may relate to issues such as air quality, water quality, groundwater, waste management, land contamination, wetlands, habitat, sensitive species, historic resources, noise, radiation, energy efficiency, land use, community impacts, and environmental justice.

- As an associate reviewer with the Office of Federal Activities (OFA) in Washington DC, reviews generic or multi-regional EISs and other Federal agency regulations relating to environmental impact of Federal actions as they affect the Region. Participates as an associate reviewer of NEPA documents (EISs, EAs) as needed
- Prepares and delivers verbal and written briefing materials that are clear, concise, timely, effective, and informative.
- Represents EPA at public hearings, workshops, committee hearings, and working meetings related to projects under review.
- Establishes priorities and manages work to coordinate efforts, maintain work flow, and meet deadlines. Adapts readily to new situations and changes in the workplace. Works well under pressure.
- Informs management on project status, promptly raising to supervisor's attention policy issues and obstacles that may affect ability to complete work within applicable due dates. As needed, initiates and presents briefings that are well organized, clear, complete, and concise. Management is kept informed of status on projects.
- Maintains an organized set of official project files that are accessible to others and that follow EPA's record-keeping practices, so that when the file becomes inactive, no substantial refiling is needed.
- Prepares NEPA compliance documents for assigned Small and Disadvantaged Communities grants under the Water Infrastructure Improvements for the Nation Act (WIIN). These activities will be conducted in cooperation with grantees and state agencies to ensure that projects comply with NEPA and other relevant requirements.
- Communicates knowledgeably in internal settings with clarity, professionalism, tact, and respect for others.
- Fosters teamwork, cooperation, and collaboration. Works effectively with others to achieve program goals.
- Identifies and resolves NEPA issues as early as possible, including through scoping, as an EPA representative, working with peers, associate reviewers, other regions, and Headquarters staff as needed. Is a constructive problem-solver. Accurately represents agency positions and policies.
- Insures that all work products comply with the agency's Information Quality Guidelines (IQG) and are communicated to appropriate audiences by the most effective means available. This communication is clear and concise and demonstrates the value of the work product and its utility for improving the decisions making process.
- Effectively discerns and raises programmatic/administrative or policy issues to management. When individually requested, participates in Work Groups and on Special Projects.

- Supports and/or performs work in the TMPO strategic plan in which the staff person is noted for specific activities.
 - Timely uses Agency administrative tools and systems, including NEPA Section Tracking database (within 1 month of action), Sharepoint site, travel (within 3 business days of trip completion), timekeeping (within established deadlines for pay period), and record management systems (within 2 weeks of action).
 - Acts consistently with the agency's customer service guidelines by always being helpful, courteous, professional, and diplomatic when dealing with customers.
 - Responds to requests from other individuals/groups promptly, willingly, and accurately, such that they can meet their deadlines with quality work products. Responds to phone calls and emails within one business day.
 - Undertakes other duties as assigned or discussed with management.
 - Communicates knowledgeably in external settings, including with other agencies, stakeholders, and the public, and responds to public inquiries consistent with agency policies, with clarity, professionalism, tact, and respect for others.
 - Fosters teamwork, cooperation, and collaboration externally. Works effectively with others to achieve program goals.
 - Works with the NEPA lead Federal agency, other interested federal and state agencies, local agencies, and tribes (as appropriate), and applicant to identify major problems and resolve them, if possible. Participates with other agencies in on-site inspections of proposed project sites. Adds environmental value to lead agency decisions.
 - Acts consistently with the agency's customer service guidelines by always being helpful, courteous, professional, and diplomatic when dealing with customers.
 - Responds to requests from other individuals/groups promptly, willingly, and accurately, such that they can meet their deadlines with quality work products. Responds to phone calls and emails within one business day.
 - Provides timely, relevant responses to control correspondence and Freedom of Information Act requests.
 - Represents EPA at public hearings, workshops, and working meetings related to projects under review and other assignments.
- b. Whether or not the employee is likely to retain remote work eligibility in the future**
- Based on the responses in the questions below and over with 11 years of successfully teleworking at the agency, I have no reason to expect remote work eligibility would not be retained in the future.
- c. The employee has sufficient portable work for the amount of telework requested;**
- Response: Yes. Portable work includes reviewing environmental documents, writing comment letters, responding to emails and phone calls, attending meetings, and assisting with other agency work, such as grant management and participating in topic-specific workgroups.
- d. The arrangement does not create any impediment to the effective accomplishment of the organization's work;**

- Response: No impediments have been identified that would affect accomplishing the organization's work. No tasks require physically being in the office.
- e. **The employee agrees to return to the office worksite if required to do so by their supervisor;**
 - Response: Yes.
- f. **The employee continues to comply with the terms of their written and approved agreement**
 - Response: Yes
- g. **Arrangements are in place for dependent care, if providing care would otherwise interrupt or interfere with the employee's work duties during the time the employee is working at the RWL**
 - Response: Yes
- h. **100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period;**
 - Response: 100% of NEPA work has been set up to complete all work remotely. Due to COVID-19, most agencies now send electronic documents. We occasionally receive paper documents in the mail at the office, but electronic versions of those documents can be requested from the sender at no expense to the agency. All work is portable and accessible remotely, and there is no expectation that I would need to report to the office on a regular basis.
- i. **Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues);**
 - Response: Since work in the NEPA program is currently 100% portable, no change in work functions, responsibilities, or reassignment of work would occur. Field work, in-person training, in-person meetings, and travel are rare.
- j. **There is no adverse impact on other offices or programs;**
 - Response: All meetings can be conducted via videoconference or by phone. No adverse impacts to other programs or offices is expected because there are multiple forms of communication that can be used to communicate with other offices and/or programs.
- k. **Tasks or work assignments can be performed at least equally effectively at the RWL;**
 - Response: 100% of NEPA work is portable and can be performed at least as effective at any RWL that has reliable access to the internet.
- l. **Employee's work does not require access to in office resources;**
 - Response: My work does not require access to office-specific resources such as CBI. As per the remote work policy, I would be responsible for purchasing nominal office supplies and high-speed internet, as well as maintaining a working telephone line that would be forwarded from his work number.
- m. **There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry);**
 - Response: No disruption to customer service with any agency customer or stakeholders is anticipated. All customer service activities, such as answering

phone calls, participating in virtual meetings, and responding to emails, can be completed 100% remotely. Collaboration is becoming increasingly conducted via videoconference for most stakeholders.

n. The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface

- Response: Face-to-face customer service is not a recurring part of my duties. All of my meetings that have historically been conducted face-to-face are now conducted virtually via videoconference, and I do not expect that to change.

o. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision.

- Response: I have been teleworking for EPA since 2011 and have demonstrated that I am able to meet performance plan objectives and working without close supervision. Most of my work over the last two years of working remotely has been individual activities that have not required close supervision.

p. The degree the employee's work is tied to a specific geographic location or if the proposed RWL will better serve the employee's work assignments (e.g., an On Scene Coordinator with a RWL in a specific location may decrease response times to a location with documented high emergency response needs);

- My work is for projects within EPA Region 5's six states. Site-specific travel is rare. Responding to emergencies is not anticipated as part of my work. Work-specific meetings that require travel are announced and planned—typically months in advance.

q. The employee's work assignments are independent and require minimal face-to-face collaboration or review.

- My work assignments are predominantly independent and completed digitally, with face-to-face meetings being rare. Most meetings are via videoconference. Collaboration is becoming increasingly conducted via videoconference for most stakeholders.

3. Employees may not be approved for remote work if:

a. The employee has been officially disciplined for being absent without permission for more than five days in any calendar year.

- Response: I have not been officially disciplined for being absent without permission for more than five days in any calendar year.

b. The employee has been officially disciplined for viewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties.

- Response: I have not been officially disciplined for viewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties.

4. The costs associated with any necessary recall and whether such recall would be cost prohibitive.⁵

⁵ See Excel spreadsheet *Sedlacek Remote Work Cost Analysis*.

- NOTE: In *Sedlacek Remote Work Cost Analysis*, I used pre-2020 assumptions that I would need to travel to the R5 office 4 times each year for 3 days/2 nights each trip for in-person training or important meetings that could not be conducted via videoconference. This includes two yearly in-person inter-agency meetings in Springfield, IL and Madison, WI. All of my training was conducted online between March 2020 and present-day, and all of my meetings (including the Springfield and Madison meetings) were conducted via videoconference, thus I did not travel between March 2020 and present-day. It is unclear at this time whether or not those two meetings will be in-person or virtual in the future. I commuted to the R5 office twice in 2020-2021—once to update an expiring ID card, and once to pick up a replacement laptop. My proposed RWL is 29 miles from the EPA Region 7 office. If not able to be solved remotely by the agency's IT contractor, I will be able to commute to the R7 office to address technology and ID card issues. Based on my calculations, one round-trip visit to the R7 office from my RWL would cost the agency \$34 in mileage, and would be considered local travel, which does not incur lodging and meals and incidental costs.

- a. The cost analysis shall include the following as applicable:
 - Salary costs (regular worksite salary vs. proposed RWL duty station salary).
 - The number and travel cost of:
 - Round trip transportation to the regular work site (in accordance with Federal Travel Regulations).
 - Meals and incidental expenses per day.
 - Hotel cost per night.
 - Miscellaneous trip expenses.
 - Annual planned costs to travel to the agency worksite.
 - Travel costs saved by proposed RWL duty station (based on proximity to customers, etc.).
 - Transit subsidy costs at the regular work site and transit subsidy costs at the proposed RWL duty station.

5. ⁶

- a. **Explain how you Can perform all their duties as effectively from the RWL as from the Official Agency Worksite;**
 - All of my work (see 2a above) is currently effectively being completed electronically through email, telephone, via videoconference, and by using agency databases and computer software. Since March 2020, I have only been to the office twice. Commuting to any EPA office location on a regular basis is not necessary, and is not in line with the agency's goal of reducing its carbon footprint. My proposed RWL will be located 29 miles from the R7 office in Lenexa, Kansas, which is closer than I currently live to the R5 office. The rare instances when technology or ID card issues need to be fixed, I would need to

⁶ 5a and 5b is required information for Section 4 in *Sedlacek Signed Remote Work Application* and for Section 7(b)(1)(a) in *Remote Work Article*.

travel to the R7 office via local travel at a cost of approximately \$34 per trip (which includes only round-trip mileage). The final cost analysis in the attached Excel spreadsheet shows **the agency would save approximately \$3,700 annually if I were to work remotely from Kansas City**. My routine work includes:

- Reviewing environmental documents. Incoming environmental documents are predominantly digital, with paper documents rarely arriving via U.S. mail. In instances where paper documents are received, digital copies will be requested. Because of this, I can review environmental documents as effectively from my proposed RWL as from the official agency worksite without diminishing the Agency's ability to accomplish its mission and meet its operational goals.
- Writing comment letters and maintaining records. R5 NEPA program comment letters are now fully digital, are signed electronically, and are emailed directly to the recipient. Copies of all documents are filed in a remotely-accessible agency database called SEMS. Because of this, writing comment letters and maintaining records can be completed as effectively from my proposed RWL as from the official agency worksite without diminishing the Agency's ability to accomplish its mission and meet its operational goals.
- Attending meetings/collaborating/participating in agency workgroups. Most meetings are now conducted via videoconference and will continue to be in the foreseeable future because other participants also telework. In-person meetings, which are increasingly rare for this position, are normally associated with inter-agency meetings located within R5's six-state area. Agency travel typically incurs mileage/transportation, lodging, and meal costs, regardless of where the employee begins and ends travel. Travel costs may be marginally more expensive at my proposed RWL, but would be offset by other savings (see *Sedlacek Remote Work Cost Analysis*). Since travel from my proposed RWL to any location in the six R5 states can be completed in one work day, it can be reasonably assumed that I will continue to be able to accomplish the Agency's mission and meet its operational goals.
- Site visits. Attending site visits cannot be completed either at my proposed RWL or at the R5 office. I rarely attend site visits, unless they are associated with inter-agency meetings. Agency travel typically incurs mileage/transportation, lodging, and meal/incidental costs, regardless of where the employee begins and ends travel. Travel costs may be marginally more expensive at my proposed RWL, but would be offset by other savings (see *Sedlacek Remote Work Cost Analysis*). Since travel from my proposed RWL to any location within the six R5 states can be completed in one work day, it can be reasonably assumed that I will

continue to be able to accomplish the Agency's mission and meet its operational goals.

- Training. Most training is now conducted via videoconference. I rarely need to attend in-person training. Additionally, in-person training, if not at the R5 office, is often associated with agency travel activities that already incur transportation/mileage, lodging, and meal/incidental costs that would be incurred regardless of where the employee begins and ends travel. Because of this, attending training can be completed as effectively from my proposed RWL as from the official agency worksite without diminishing the Agency's ability to accomplish its mission and meet its operational goals. More detail in support of this question is found in the responses to the questions in Section 2.

b. An explanation of how approval of the request will not diminish the agency's ability to accomplish its mission and meet its operational goals.

- All NEPA work is mission-critical work for the agency, but it is not emergency work like that of Superfund's Emergency Response Program. As is stated in Section 5a, all of my work is electronic/digital, and can be completed as effectively remotely as it can be in the office. My proposed AWL is located within the Kansas City LCA, which is an 8-hour drive to the R5 office, or a 1.5-hour flight. In the unlikely event that an emergency arises where I would need to be recalled to the R5 office, I would be able to return to the R5 office within 24 hours, as long as it is safe to do so. More detail in support of this question is found in the responses to the questions in Section 2.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Melissa Sheffer	Job Title & Grade: Meteorologist, GS-12
AAship/Region and Division: Region 5, Air & Radiation Division	Address of Official Agency Worksite: 77 West Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-353-1027	Employee's Work E-mail Address: sheffer.melissa@epa.gov
First-line Supervisor: Pamela Blakley	First-line Supervisor's Work Phone: 312-886-4447
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/31/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached document "RemoteWorkJustification_MSheffer.docx".

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

MELISSA SHEFFER

Digitally signed by MELISSA
SHEFFER
Date: 2022.02.28 11:33:57 -06'00'

Date:

02/28/2022

Supervisor's Signature:

PAMELA BLAKLEY

Digitally signed by PAMELA
BLAKLEY
Date: 2022.03.10 10:46:34 -06'00'

Date:

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.04.11 06:58:03 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

1. You can perform all your duties as effectively from an alternative work location as from the Official Agency Worksite

- All of your work must be portable
 - The daily work assignments for the meteorologist position within the Control Strategies Section are 100% portable.
 - My work consists of conducting air dispersion modeling to support SIP projects and other areas of the agency such as air monitoring, permitting, air toxics, and environmental justice, as well as performing meteorological analyses.
 - Future work for the meteorologist position will also be portable as job functions are computer based.
- Your work can be performed at least equally effectively at the alternative work location as the Agency office
 - While working remotely at EPA and my previous agencies, I have been able to work effectively and accomplish my performance goals.
 - While working remotely at my previous agency (South Coast Air Quality Management District), I maintained my performance ratings (Commendable or 4/5). I was also able to accomplish higher workloads than I would have in the office, such as writing time-sensitive air quality advisories, as I did not have to take time for commuting to and from the office and always had resources such as laptops with me.
- Does not require reassignment of work to other staff
 - Working remotely will not require reassignment of my work to other staff. I have not had tasks reassigned to other staff members while remote working for the past year.
 - While remote working at my previous agencies, I did not have my work reassigned to other staff members due to teleworking.
- You rarely require access to in-office resources
 - I do not require access to in-office resources to complete my tasks and have not used in-office resources since starting with EPA in March 2021.
 - The resources needed to complete my duties are a laptop with air modeling and meteorology software installed and internet access.
 - I do not have any agency records at my workspace in Chicago.
- No disruption to internal and external communications
 - Since joining the EPA, there has not been any disruption to communications internally with colleagues and management as well as with external parties.
 - My external communications consist of emails and occasional phone calls with state/local air dispersion modelers in Region 5 as well as with EPA Regional modelers.
 - These communications have all occurred via Teams or Outlook.
- Does not require in-person interface with managers/colleagues
 - My work does not consist of meeting in person with stakeholders or with managers and colleagues.
 - While remote working for the past year, I have maintained effective daily communication with my supervisor and colleagues via Teams, emails, and phone calls.

2. Working at alternative work location will not diminish the Agency's ability to accomplish the mission and meet operational goals

- Since starting with the agency during the COVID pandemic, I have conducted my job 100% remotely while maintaining a high level of performance and achieving satisfactory or higher job performance ratings.
 - I also worked remotely full-time from March 2020 – March 2021 at my previous agency (South Coast Air Quality Management District) prior to joining EPA in March 2021
 - I teleworked as needed during my time at both the South Coast AQMD (2015 – 2021) and the Minnesota Pollution Control Agency (2008 – 2015).
 - By performing my work remotely, I will continue to fulfill the agency's mission while being able to perform my work without constant office distractions.

Ex. 6 Personal Privacy (PP)

- I will also be providing a cost savings to the agency as:
 - I will not require a desk set-up in the building,
 - I will not be using electricity, supplies, and other resources in the office building,
 - Do not require a transit subsidy to travel to the office (and not emitting greenhouse gases to travel to work),
 - I will be working in a location with a lower locality pay.
- My proposed remote work location is in Minnesota, within the Region 5 service area.
 - If I am required to report to the Region 5 office for a meeting, I can fly back and forth between the Minneapolis/St. Paul International Airport (MSP) and the Chicago O'Hare (ORD) or Chicago Midway (MDW) airports within the same day and will not require a hotel stay (unless I am requested to attend a multiple day meeting).
- In the past while working for previous agencies and performing similar air dispersion modeler/meteorologist tasks, I've only needed to attend one or two meetings/conferences in person per year maximum.
 - Meetings or conferences that I normally attend are the U.S. EPA's Regional/State/Local Modelers' Workshop or U.S. EPA's Modeling Conferences (held at EPA's RTP Headquarters).
 - The R/S/L Modelers' Workshop's meeting location changes every year and usually requires travel to another EPA Region.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Daniel Samardzich	Job Title & Grade: Program Analyst/GS 13, Step 5
AAship/Region and Division: Region 5/ORA/Tribal and Multi-media Programs Office	Address of Official Agency Worksite: 77 W Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: (312) 886-5892	Employee's Work E-mail Address: samardzich.daniel@epa.gov
First-line Supervisor: Alan Walts	First-line Supervisor's Work Phone: (312) 353-8894
Proposed Start Date: 3/14/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (312) 886-5892	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/17/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>All duties described in my Performance Appraisal and Recognition System (PARS) have been effectively completed during EPA's remote work location (RWL) transition caused by the COVID-19 pandemic. Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) I am able to effectively carry out my core Project Officer duties, lead workgroups and develop PPG guidance materials, assistance and train team members related to grants management, and forecast/obligate 100% of TMPO's GAP funds while working at a RWL. My expectations of myself continue to grow and by actively communicating with TMPO staff and divisional program media contacts regarding tribal, environmental education, and environmental justice policy issues and guidances, my knowledge continues to grow as well.</p> <p>I have shown that I am a reliable expert in the details of grants management, supportive in the communication and execution of the Agency's core measures, and innovative in the development of tracking and planning tools. Therefore, this approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals.</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature: DANIEL SAMARDZICH</p>	<p>Digitally signed by DANIEL SAMARDZICH Date: 2022.03.04 13:26:30 -06'00'</p>	<p>Date: 3/4/2022</p>
<p>Supervisor's Signature: Walts, Alan</p>	<p>Digitally signed by Walts, Alan Date: 2022.03.10 12:48:11 -06'00'</p>	<p>Date: 3/10/2022</p>
<p>AA/RA (or designee) Signature: CHERYL NEWTON</p>	<p>Digitally signed by CHERYL NEWTON Date: 2022.03.29 12:52:08 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cassandra Smiley	Job Title & Grade: Government Information Specialist GS-12
AAship/Region and Division: Region 5/Office of Regional Counsel	Address of Official Agency Worksite: 77 West Jackson Blvd.
Employee's Work Phone: 312-886-7893	Employee's Work E-mail Address: smiley.cassandra@epa.gov
First-line Supervisor: Connie Puchalski	First-line Supervisor's Work Phone: 312-886-6719
Proposed Start Date: April 10, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-10-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CASSANDRA SMILEY	Digitally signed by CASSANDRA SMILEY Date: 2022.03.17 08:25:28 -05'00'	Date: 3/17/2022
Supervisor's Signature: CONNIE PUCHALSKI	Digitally signed by CONNIE PUCHALSKI Date: 2022.03.23 10:45:59 -05'00'	Date: 3/23/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.01 15:51:30 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: DONNA STINGLEY	Job Title & Grade: GRANT SPECIALIST; GS-12
AAship/Region and Division: US EPA/R5/MISSION SUPPORT DIVISION	Address of Official Agency Worksite: 77 W. JACKSON
Employee's Work Phone: 312-353-1677	Employee's Work E-mail Address: STINGLEY.DONNA@EPA
First-line Supervisor: KRISTA GALVIN	First-line Supervisor's Work Phone: 312-886-3009
Proposed Start Date: 02/28/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties as a Grant Specialist include sufficient portable work. I am capable of working independently, without close supervision. I have good communication with my Section Chief, Team Leader, Coworkers, and Grantee's that will enable a relatively seamless transition from the official to my alternative Workplace. I have sufficient office space at my alternative Workplace in order to get my work done. My work area is safe and meets all agency policies required for safety. I have the ability to be flexible about the arrangement in order to respond to the needs and meet the Agency's goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DONNA STINGLEY	Digitally signed by DONNA STINGLEY Date: 2022.02.01 18:44:59 -06'00'	Date: 02/01/2022
Supervisor's Signature: KRISTA GALVIN	Digitally signed by KRISTA GALVIN Date: 2022.02.04 08:36:53 -06'00'	Date: 2/4/2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.02.22 08:20:40 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bhooma Sundar	Job Title & Grade: Toxicologist, GS-13, 10
AAship/Region and Division: USEPA, Region 5, LCRD	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312-886-1660	Employee's Work E-mail Address: sundar.bhooma@epa.gov
First-line Supervisor: Shilpa Patel	First-line Supervisor's Work Phone: 312-886-0120
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My position as a toxicologist involves advising remediation branch project managers on risk assessment, exposure pathways, and toxicology issues. In addition, my position entails managing a few corrective action projects. My assigned work in the Corrective Action Section of the Remediation Branch in LCRD involves electronically reviewing the reports, writing comments, and report writing for internal and external customers. The analytical work involves computer-technology-oriented tasks and my communication with peers, the regulated community, and the public is conducted through telephone and virtual meetings. All my assigned work is portable and does not require my physical presence regularly at the assigned office worksite.

From a record management perspective, all my site records have been transferred to the record center. In the last two years, I have rarely visited the office due to the electronically available records. As a senior toxicologist and a vapor intrusion expert in the R5 region, I advise other risk assessors in the Remediation Branch of LCRD and the Science and

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Sundar, Bhooma	Digitally signed by Sundar, Bhooma Date: 2022.03.14 12:13:14 -05'00'	Date: 3/14/2022
Supervisor's Signature: SHILPA PATEL	Date: 2022.03.22 19:26:17 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.05.17 06:55:49 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Sundar, Bhooma – Remote Work Text

My position as a toxicologist involves advising remediation branch project managers on risk assessment, exposure pathways, and toxicology issues. In addition, my position entails managing a few corrective action projects. My assigned work in the Corrective Action Section of the Remediation Branch in LCRD involves electronically reviewing the reports, writing comments, and report writing for internal and external customers. The analytical work involves computer-technology-oriented tasks and my communication with peers, the regulated community, and the public is conducted through telephone and virtual meetings. All my assigned work is portable and does not require my physical presence regularly at the assigned office worksite.

From a record management perspective, all my site records have been transferred to the record center. In the last two years, I have rarely visited the office due to the electronically available records. As a senior toxicologist and a vapor intrusion expert in the R5 region, I advise other risk assessors in the Remediation Branch of LCRD and the Science and Quality Assurance Branch of LSASD. I can effectively communicate with the mentees through virtual risk assessment, vapor intrusion, and RCRA corrective action forums.

Ex. 6 Personal Privacy (PP)

Based on the above reasons, I am requesting a remote work schedule going forward. As I live in the same locality as the Region 5 office location, the cost impact on the remote work location would be insignificant.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Loreen Targos	Job Title & Grade: Physical Scientist, GS12
AAship/Region and Division: Region 5	Address of Official Agency Worksite: 77 W Jackson, Chicago IL 60604
Employee's Work Phone: 312-886-9553	Employee's Work E-mail Address: targos.loreen@epa.gov
First-line Supervisor: Edwin (Ted) Smith	First-line Supervisor's Work Phone: 312-353-6571
Proposed Start Date: 04/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 312-886-9553	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/14/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been very effective over the past two years in performing my job duties entirely remotely. I complete technical staff products and analysis supporting the GLRI and GLLA programs including but not limited to working with internal colleagues, contractors and other agencies to complete quality and timely work. I serve as the project officer and COR for GLRI/GLLA program IDIQ contracts and have proven myself capable of the full range of duties from start up to close out of these contracts. I am also the project officer for many USACE IAAs and have been capable of the full range of those duties as well. I am able to problem solve, perform my duties, maintain my certifications, and provide training/mentorship to new staff members as needed via Teams seamlessly. I have been able to perform every single duty described in my 2022 PARS at a high level and will continue to do so if granted full time remote work.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LOREEN TARGOS	Digitally signed by LOREEN TARGOS Date: 2022.04.01 11:15:51 -05'00'	Date: 4/1/2022
Supervisor's Signature: EDWIN SMITH	Digitally signed by EDWIN SMITH Date: 2022.04.13 07:18:38 -05'00'	Date: 4/13/22
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.04.19 09:04:38 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jori Taylor	Job Title & Grade: Program Analyst Grade 13 Step 10
AAship/Region and Division: Office of Water / Region 5 Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: 312-353-9530	Employee's Work E-mail Address: taylor.jori@epa.gov
First-line Supervisor: Linda Holst	First-line Supervisor's Work Phone: 312-886-6758
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Primary duties include management of Water Division annual planning and targeting of core processes and other Planning related efforts, including: managing OW/R5 planning related requests, reviewing guidance, requesting and collecting results data and performing data entry in the national database (BFS), preparing briefing materials, preparing the Organizational Assessment, managing the WD Lean SharePoint site, and assisting WD Management and staff and Region 5 Planning staff with planning related questions and issues. Other duties include such things as: tracking WD regulatory actions and participation on national workgroups and monitoring the efforts in the national database (EAMs); managing monthly calls with Region 5 State Directors and planning an annual meeting; managing agenda development for weekly Branch Manager or Management Team meetings; maintaining the WD Organizational Chart, Phone List, Floorplan/Seating Chart and the WD portion of the Region 5 Contacts List; and other special projects, as assigned. Work activities require ongoing interaction with WD Management and Staff, R5 States, OW, R5 Planning staff, and other R5 Divisions.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JORI TAYLOR <small>Digitally signed by JORI TAYLOR Date: 2022.03.14 10:27:25 -05'00'</small>	Date: 3/14/22
Supervisor's Signature: Linda Holst <small>Digitally signed by LINDA HOLST Date: 2022.03.21 08:14:25 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.03.30 06:43:54 -05'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dolly	Job Title & Grade: Environmental Scientist GS-13
AAship/Region and Division: Region 5, LCRD	Address of Official Agency Worksite: 77 W. Jackson Blvd
Employee's Work Phone: 312-886-1019	Employee's Work E-mail Address: tong.dolly@epa.gov
First-line Supervisor: Susan Mooney	First-line Supervisor's Work Phone: 312-886-3585
Proposed Start Date: 9/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will be able to perform all duties effectively by generating reports, spreadsheets, presentations, training materials, and other documents through applications provided in my EPA issued laptop computer. I will be able to communicate and coordinate with all necessary partners within EPA and with tribes, federal agencies, and other entities via phone calls, Teams and other meeting platforms. Remote work hours will allow even more flexibility and effectiveness to communicate with EPA counterparts in other time zones (especially in Regions 9, 10, and Alaska) on nationally coordinated initiatives. I will have regular communication with my supervisor to track and ensure that the work will be completed.

This request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. As Tribal Solid Waste Coordinator, I will continue to respond to the relevant EPA roles and responsibilities identified in the individual EPA-Tribal Environmental Plans by providing training, technical assistance, and other initiatives for tribes. Through this work and my overall program coordination that can all be performed remotely, I will help EPA fulfill its trust responsibility

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Dolly Tong	Digitally signed by Dolly Tong Date: 2022.07.21 16:34:35 -05'00'	Date: 7/21/22
Supervisor's Signature: SUSAN MOONEY	Digitally signed by SUSAN MOONEY Date: 2022.08.18 14:48:01 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.08.30 09:28:39 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Tong, Dolly – Remote Work Text

I will be able to perform all duties effectively by generating reports, spreadsheets, presentations, training materials, and other documents through applications provided in my EPA issued laptop computer. I will be able to communicate and coordinate with all necessary partners within EPA and with tribes, federal agencies, and other entities via phone calls, Teams and other meeting platforms. Remote work hours will allow even more flexibility and effectiveness to communicate with EPA counterparts in other time zones (especially in Regions 9, 10, and Alaska) on nationally coordinated initiatives. I will have regular communication with my supervisor to track and ensure that the work will be completed.

This request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. As Tribal Solid Waste Coordinator, I will continue to respond to the relevant EPA roles and responsibilities identified in the individual EPA-Tribal Environmental Plans by providing training, technical assistance, and other initiatives for tribes. Through this work and my overall program coordination that can all be performed remotely, I will help EPA fulfill its trust responsibility to tribes to build their environmental and waste management program capacity.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Alexander C. Tzallas	Job Title & Grade: Environmental Scientist/FRP Coordinator - 13
AAship/Region and Division: Region 5 - SEMD	Address of Official Agency Worksite: 77 W. Jackson Blvd, Chicago, IL 60604
Employee's Work Phone: 312.886.0622	Employee's Work E-mail Address: tzallas.alexander@epa.gov
First-line Supervisor: Matthew Mankowski	First-line Supervisor's Work Phone: 312.886.1842
Proposed Start Date: 3.1.2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07.19.2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached Explanation of Performance while working at Remote Work Location

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ALEXANDER TZALLAS	Digitally signed by ALEXANDER TZALLAS Date: 2022.02.03 14:03:57 -06'00'	Date: 2.3.2022
Supervisor's Signature: MATTHEW MANKOWSKI	Digitally signed by MATTHEW MANKOWSKI Date: 2022.02.11 15:44:52 -06'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.03.11 13:21:21 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation of Performance while working at Remote Work Location (RWL)

All of the employee's work is portable;

Yes, all of my work is portable, and all of my duties can be performed and completed from a RWL and will not diminish the Agency's ability to accomplish the Agency mission, Agency operational goals and will cut down on Agency expenses. As the Regional Facility Response Plan (FRP) Coordinator all my work is performed independently. I work with Industry to aid them in preparing their response plans and ensure they are meeting their regulatory requirements. I also work closely with On Scene Coordinators (OSC) to assist in their review and approval of the Facility Response Plans; and I also ensure they are up to date on the FRP program, regulations and requirements. I also work closely with Headquarters (HQ) to create national policy and create new and innovative programs to aid in the mission of the Agency/FRP Program. My work also entails working closely/coordinating with my supervisor, OSCs, ORC attorneys, and enforcement specialists. The only functions that cannot be completed at my RWL, or in the Chicago Office, include on-site field inspections, meetings and trainings held outside the office

Tasks or work assignments can be performed at least equally effectively at the remote worklocation (RWL);

During the pandemic-induced maximum-telework, I continued performing my job. I also created the national Offsite Compliance Monitoring (OfCM) Activity. This allowed me to work closely with Industry, via TEAMS, to ensure they are meeting their regulatory requirements under the FRP regulation. I worked closely with HQ to approve this program and I have been training the other regions to incorporate the OfCMs as part of their inspection program. I also conducted over 240 five-year reviews of FRPs. The regulation requires the Agency to review and approve FRPs, at a minimum, every 5 years. All of this work has been conducted remotely in addition to my day-to-day tasks and I have also earned a bronze award and on the spot awards as well.

Approving the RWL would not require reassignment of current work or tasks to other staff;

There will be no change in assignments or tasks.

Employee's work rarely requires access to in-office resources;

As detailed above, 100% of my work is portable.

There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service withany agency customers or stakeholders (e.g., public, states, industry);

As detailed above, I have been able to coordinate and communicate with management, OSCs, attorneys, enforcement specialists while working remotely. During the current maximum telework, I have continued to perform my assigned work as I have full access and capabilities to complete my work duties from my RWL. I also have more flexibility with my work schedule and can extend my working time to complete tasks when needed; unlike when I am working in the Chicago office, I have a hard-stop each day. Further there are numerous distractions and interruptions when working in the Chicago office versus the extremely limited interruptions at my RWL. Less interruptions and ability to focus and extend my working time increases my ability to accomplish the Agency's mission and meets its operational goals.

The employee's position does not require in-person interface with management officials or other colleagues on any routine basis;

My work duties also do not require any in-person interactions or meetings with the public or regulated community in the Chicago office. These types of meetings and inspections have been accomplished via TEAMS.

The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic);

As detailed above, my job requires working without close in-person supervision, and I have a 30-year record of accomplishing the Agency's goals.

Technology needed to perform duties is available and fully functional.

My RWL has internet access, a printer/scanner and my office phone has been forwarded to my mobile.

The employee continues to comply with the terms of his or her written and approved RemoteWork Agreement.

N/A – New Request

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cara Walsh	Job Title & Grade: Environmental Protection Specialist, GS-11
AAship/Region and Division: Region 5, Great Lakes National Program Office	Address of Official Agency Worksite: 09053 -- Ralph H Metcalfe Federal Building, 77 W Jackson Blv
Employee's Work Phone: 312-886-6191	Employee's Work E-mail Address: walsh.cara@epa.gov
First-line Supervisor: Sharon Jaffess	First-line Supervisor's Work Phone: 312-353-0536
Proposed Start Date: 05/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>10/26/20</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Walsh, Cara

Digitally signed by Walsh, Cara
Date: 2022.03.18 13:47:33
-05'00'

Date:

3/18/2022

Supervisor's Signature:

SHARON JAFFESS

Digitally signed by SHARON
JAFFESS
Date: 2022.03.22 15:21:18 -05'00'

Date:

3/22/2022

AA/RA (or designee) Signature:

CHERYL
NEWTON

Digitally signed by CHERYL
NEWTON
Date: 2022.04.01 15:48:19 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

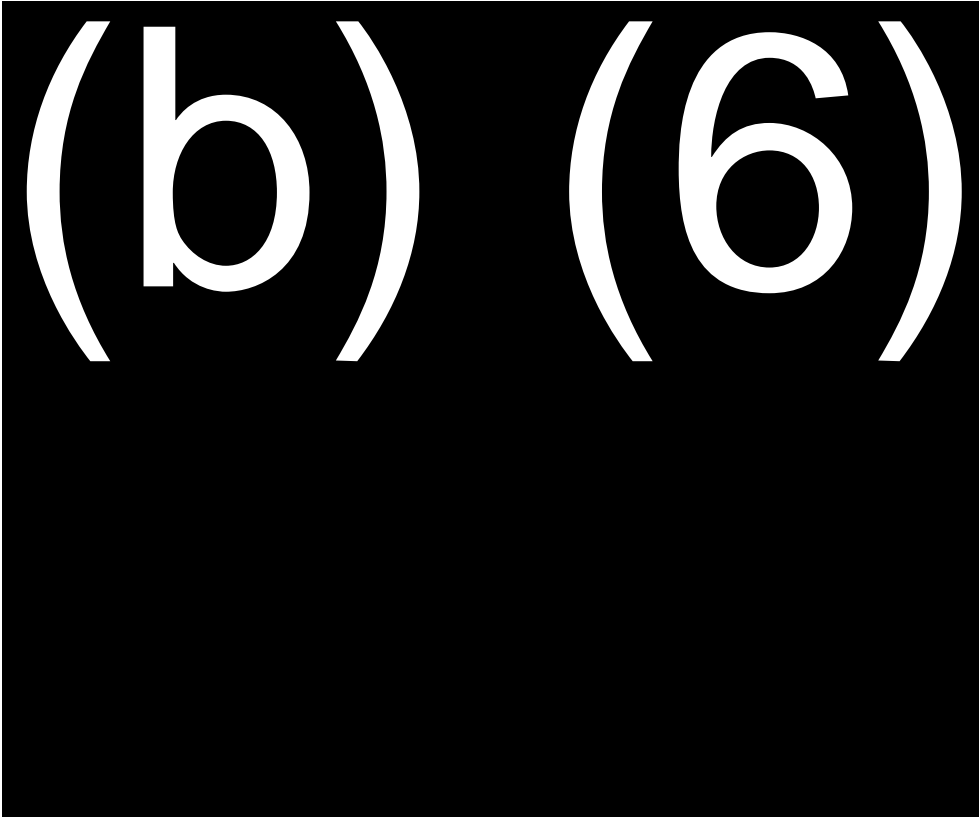
Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Walsh, Cara – Remote Work Justification

Current approved schedule



Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite:

I started with the EPA in October 2020 and have been working from home from my start date. All the work I have accomplished, and the relationships I have made at the EPA, have been while I was teleworking. In the last year and a half, I have never been called into the office and have never needed access to in-office resources. During my first yearly progress review, my manager noted that while teleworking, I have met all my duties performance plan objectives and have been able to work without close in-person supervision (b) (6)



CE 1: Perform Grant and Interagency Project Officer Duties – Preaward and Award Phases.

- Grant project workplans and Interagency Scopes of work are submitted electronically.
- Funding packages are prepared electronically.
- Review of grant project workplans and interagency SOW's with grantee, technical staff, and management is coordinated electronically.
- Problem solving of complex grants and interagency agreements is effective through email and Teams meetings.

- Communication and maintenance of professional relationships with grantees and interagency staff are effective through email and Teams meetings.
- Record keeping is maintained through R5 Sharepoint electronic grant file system.

CE 2: Perform Grant and Interagency Project Officer Duties – Post-award Phase

- Quality Assurance submission and review is coordinated electronically.
- Post-award grant and interagency revisions are coordinated electronically, and amendments are submitted electronically.
- Progress reporting (baseline monitoring) is submitted and reviewed electronically.
- Advanced monitoring of grantees is performed electronically.
- Approval of Interagency invoices is performed electronically.
- Record keeping is maintained through R5 Sharepoint electronic grant file system.

CE 3: Communication and Teamwork – Inter-dependent work and working relationships with internal/external associates and stakeholders are established and maintained supportive of the Agency and GLNPO's program and administrative goals.

- Grantee and Interagency Agreement customer service is via email and Teams meetings.
- I have been able to forge and strengthen EPA relationships including within my team, within GLNPO, within R5, and within EPA through email and Teams meetings.

How approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Though I am requesting to be approved for remote work outside the Chicago commuting area, I could be recalled to the Official Agency Worksite with reasonable notice, being a 3.5-4 hour drive or 4.5 hour train ride away.

While I have never been to the office since starting, my supervisor Sharon Jaffess noted that remote workers may need to come into the office on some occasions. Using FY22 GSA rates for Chicago, IL:

Category	Cost
Round-trip train ride	\$50-\$80
Lodging (1 night, rate depends on month)	\$134-\$218
Meals & Incidentals	\$79
Total (one trip)	\$263 - \$377

Remote work location – strategic advantages

Distance to grant locations

My proposed remote work location is central to the Great Lakes and close to many of the grants that I am the project officer for. I currently manage 12 grants in the state of Michigan alone and find that being from the local area is beneficial in forging strong working

relationships with these grantees. If we were able to travel to visit our grantees, my proposed Remote Work Location would be closer to many of the grants that I manage.

Grant Locations (under my management)



Cost savings to agency

- Locality pay for Detroit-Warren-Ann Arbor, MI is 27.86%, as opposed to 29.18% for Chicago-Naperville, IL-IN-WI location. This amounts to cost-savings, in 2022, of:
 - o \$753/year (GS-11, current salary)
 - o (b) (6)
- Not requiring transit subsidy. This amounts to cost-savings of up to \$280/month, or \$3,360/year.
- Not requiring permanent office space or purchasing of office supplies including monitor, desk, chair, keyboard and mouse.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: LaVetta Walters	Job Title & Grade: Environmental Protection Specialist Grade 12
AAship/Region and Division: Region 5 SEMD	Address of Official Agency Worksite: 77 W. Jackson Blvd., Chicago, IL 60604
Employee's Work Phone: (312)886-3505	Employee's Work E-mail Address: walters.lavetta@epa.gov
First-line Supervisor: Vince Saunders	First-line Supervisor's Work Phone: (312)353-9077
Proposed Start Date: Immediately upon re-entry	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/17/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attachment.




Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: LAVETTA WALTERS	 Digitally signed by LAVETTA WALTERS Date: 2022.03.31 17:28:37 -05'00'	Date:
Supervisor's Signature: VINCENT SAUNDERS	 Digitally signed by VINCENT SAUNDERS Date: 2022.03.31 17:56:45 -05'00'	Date:
AA/RA (or designee) Signature: CHERYL NEWTON	 Digitally signed by CHERYL NEWTON Date: 2022.04.11 06:56:27 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment for Remote Work Location (RWL) Performance Explanation
LaVetta Walters

All of employee's work is portable.

- All my work is portable and does not require in-person communication with management, co-workers, or customers. See below explanations:
- Tasks or work assignments can be performed at least equally effectively at the remote worklocation (RWL).

During the 2020 pandemic and working remotely for these two years has allowed me to perform work duties more effectively from my RWL than from the Official Agency worksite in Chicago. Working remotely has allowed me to be MORE PRODUCTIVE. I have been able to work more hours and focus more on projects that have deadlines without interruptions. With the increase in my workload, due to co-workers' retirements, working remotely has allowed me to collaborate with co-workers and other staff more effectively and efficiently using TEAMS. As the Data and Budget Management Section's (DBMS) Information Management Coordinator, Superfund Enterprise Management Systems (SEMS)* database Overall Accomplishment Reporting Team Lead for Superfund Comprehensive Accomplishment Plan (SCAP) data, SEMS Removal Accomplishment Reporting Lead, Regional Sitewide Ready for Anticipated Use (SWRAU) Approver, Environmental Indicator (EI) Reporting Lead, SEMS System Administrator, and SEEP Monitor have all been performed successfully during the Maximum Telework timeframe. This has been documented in my PARS for FY20 and 21. The work in which I performed in an effective, efficient, and successful way has been made possible by working remotely. I can meet with my first line supervisor more frequently through TEAMS or via phone to discuss projects.

The elimination of the distractions by working at my RWL has allowed me to focus and complete my work. I am not faced with busy traffic of staff congregating by the kitchenette or copier room. It has been easier to coordinate virtually with co-workers and other staff through TEAMS than trying to schedule in-person meetings with other's availability in the office. My work schedule is more flexible, which allows me to continue working to meet deadlines from my RWL because commuting to and from the office has been eliminated based on a Metra schedule has been eliminated. I can immediately work on last minute HQ fire-drills and other regional time sensitive tasks because my flexibility from working from RWL. This would not be the case if working from the Chicago office.

The lack of disruptions is very important. It would be very disruptive if while in the office others were meeting on TEAMS, holding conversations on the phone. These conversations had by others, although work related, are disruptive and makes it difficult to concentrate. This is unavoidable, as the workstations are open and close to one another and sound travels.

Working at my RWL is

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Examples of work productivity:

- **Information Management Coordinator:** This position is done via TEAMS or conference call and does not require in-person collaboration while in the office or at RWL.
 - Coordinating program planning and reporting activities
 - Ensure regional planning and accomplishments are complete, current, and consistent, and accurately reflected in SEMS by working with data sponsors and data owners
 - Provide liaison to HQ on SCAP process and program review issues
 - Provide liaison to regional management and data entry staff, as appropriate
 - Coordinate regional reviews by HQ
 - Ensure that the quality of SEMS data is such that accomplishments and planning data can be accurately retrieved from the system
 - Meet with HQ to discuss various SEMS database enhancements or issues
- **Superfund Accomplishment Report Team Lead for SCAP data:** This position does not require in-person collaboration while in the office or at RWL. Meeting through TEAMS has been more successful and effective than in the office. Overseeing SEMS SCAP data to ensure that site schedules accurately reflect the work that is planned and have been performed as defined in the SPIM. This entails:
 - Running and reviewing SEMS reports to ensure that the division's accomplishments are met and captured on the SCAP Reports for reporting to HQ.
 - Instruct assigned DMBS staff and contractors to correct and update SCAP data
 - Ensure that source documents used to validate accomplishments are associated to action
 - Correct outdated or incorrect data in SEMS
 - Approve data that has been entered by other data entry staff
 - Working with RPMs through TEAMS to update their site schedules
 - Working with DBMS staff through TEAMS to answer questions and provide guidance on reporting SCAP related data
 - Ensure that mid-year and EOY reporting planning and accomplishments are accurate and correct in SEMS
- **SEMS Removal Accomplishment Report Team Lead:** This position does not require in-person collaboration. Meeting through TEAMS has been more successful and effective than in the office.
 - Run removal reports and review for accuracy and missing data
 - Meet with removal team for QA/QC of planned data and accomplishments
 - Ensure that all necessary SCAP required data has been entered in SEMS
 - Approve data entered by removal staff

- Provide SCAP guidance on entry of data in SEMS and requirements of the SPIM
- **Regional SWRAU Approver:** This position does not require in-person collaboration while in the office or at RWL. Communication between Branch Chief and SWRAU Coordinator is done via e-mail, if warranted.
 - Review site schedule for data captured in SEMS
 - Ensure that Environmental Indicator's Human Exposure (HE) and Groundwater (GW) Status are appropriate to receive SWRAU
 - Update Ready for Anticipated Use module
 - Ensure that acreage identified are correct acreage listed on SWRAU Checklist.
 - Enter SWRAU accomplishment date
 - Complete Regional Approval of SWRAU
 - Inform HQ SWRAU Coordinator via e-mail of regional approval so HQ can complete the approval process
- **EI Report Lead:** This position does not require in-person collaboration while in the office or at RWL.
 - Receive and update all active site's EI HE and GW Worksheets in SEMS, working with regional EI Coordinator.
 - Provide Completed EI HE and GW Worksheet SEMS reports to EI Coordinator, RPM and RPM's Section Supervisor.
- **SEMS System Administrator:** This position does not require in-person collaboration while in the office or at RWL. TEAMS has been an invaluable tool, which allow me to meet and train new employees within a day or two of coming aboard instead of waiting for weeks for to meet everyone's availability when in the office. The waiting process prevents SEMS updating and reporting accomplishments in real-time.
 - Provide SEMS navigational training for new DBMS employee and RPMs.
 - Assign and reassign sites to RPMs
 - Reactive SEMS account for SEMS Users
- **SEEP Monitor:** This position does not require in-person collaboration while in the office or at RWL.
 - Maintain and approve timecard for SEEP
 - Complete yearly reinstatement of SEEP position
- **Other Duties:** The duties below have always been done virtually while in the office or at RWL.
 - People Plus
 - Training

Employee's work does not require access to in-office resources.

As described above, my work is 100% is portable. The only in-office need these past two years has been to update my laptop and ID security card due to expiration. I have been able to coordinate and communicate with management, data sponsors and coworkers working remotely. I have continued to perform my assigned work and projects and meet deadlines from working remotely. I have more flexibility with my work schedule and can start my day early and extend my working time later to complete tasks when needed. I would not be able to do this when I am working in the Chicago office, especially due to community. Working remotely and having the flexibility in my schedule has eliminated the number of distractions and interruptions when working in the office. With limited interruptions and distractions, I can extend my working hours and focus on my work, which increases my ability to accomplish the Agency's mission and meet its operational goals in a more productive and efficient way.

The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).

As documented in my RWL performance above for the past two years and during my nearly 35-year career at EPA, Region 5, Superfund and Emergency Management Division, Operations Management Branch, Data and Budget Management Section, I have successfully accomplished the Agency's goals, which have been recognized by Outstanding ratings, Bronze Medal Award, multiple other awards and QSIs. As a self-motivated employee, I successfully complete my job elements as described above, without close supervision.

Technology needed to perform duties is available and fully functional.

My RWL is equipped with fast internet service and printer/scanner. My EC500 is connected to my RWL phone.

The employee continues to comply with the terms of his or her written and approved RemoteWork Agreement.

N/A – New Request

Cost to Agency Benefit

My RWL will and has saved the Agency money on the transit subsidy, potential office space consolidation and resources such as work-station telephone, utilities, office supplies, bathroom supplies, Internet, etc. I drive less by not commuting to the train and/or office. Therefore, my carbon footprint is lessened at my RWL. I am less stressed, eat proper balanced meals, exercise more and can vision has improved substantially.

Prior to the implementation of Maximum Telework, I was commuting from Tinley Park to Chicago on the Metra, Zone E to A. I normally purchased 3 10-Ride tickets and 4 one-way tickets per month. Using today's fare prices, the current total price would be \$106 per month with a total saving to the Agency of \$1,272 per year. Another cost saving benefit to the Agency

is a decrease in cost of office supplies such as copier paper, file folders, ink, copier maintenance, writing pads, etc. This alone is saving the Agency a substantial amount of money.

As stated above, performing my duties remotely has not diminished the Agency's ability to accomplish its mission and meet its operational goals. The advantage for working remotely increased productivity, enhanced health of the employee (and family), more collaboration with co-workers, data sponsors and stakeholders as well as cost savings to the Agency on transit subsidies, downsizing space to save money on rental space, utilities, and others.

* SEMS is a web-based system that is the Superfund program's primary repository of program planning and accomplishment data, including resource planning estimates and program targets and measures. SEMS data are reflected in Superfund Comprehensive Accomplishments Plan (SCAP) reports that provide summary and detail information on site progress, target and measure accomplishments, and resource planning. Headquarters (HQ) uses SCAP reports, among others, internally to manage regional performance as well as to report progress to the public.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Nancy A. Weber	Job Title & Grade: Physical Scientist GS 12-10
AAship/Region and Division: Region 5 Water Division	Address of Official Agency Worksite: 77 W. Jackson Blvd. Chicago, IL 60604
Employee's Work Phone: 312-886-6074	Employee's Work E-mail Address: weber.nancy@epa.gov
First-line Supervisor: Dan Cozza	First-line Supervisor's Work Phone: 312-886-7252
Proposed Start Date: 05/02/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a project officer, I am able to conduct my responsibilities for grants administration remotely -- including awarding grants, reviewing deliverables, and conducting post-award desk reviews. Communication with grantees occurs by phone and email.

I am able to attend required and relevant meetings, conferences, and trainings remotely -- for example, branch and section meetings, TEPM, RIWG, and SEP.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: NANCY WEBER <small>Digitally signed by NANCY WEBER Date: 2022.04.13 14:36:03 -05'00'</small>	Date:
Supervisor's Signature: Daniel J. Cozza <small>Digitally signed by Daniel J. Cozza Date: 2022.04.14 09:54:40 -05'00'</small>	Date:
AA/RA (or designee) Signature: CHERYL NEWTON <small>Digitally signed by CHERYL NEWTON Date: 2022.04.19 15:36:16 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kristine Werbach	Job Title & Grade: EPS, GS-12
AAship/Region and Division: R5/WD/GWDWB/Section 1	Address of Official Agency Worksite: 77 W. Jackson Blvd, WG-15J, Chicago, IL 60604
Employee's Work Phone: 312-886-6527	Employee's Work E-mail Address: werbach.kristine@epa.gov
First-line Supervisor: Julianne Socha	First-line Supervisor's Work Phone: 312-886-4436
Proposed Start Date: 8/2/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/14/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I agree to complete all assigned work effectively and in accordance with my supervisor's instruction. I will communicate with my supervisor to receive new/additional work assignments when work is completed. I agree to be accessible and responsive by telephone, email, and other communication technologies (like MS Teams) to my supervisor, co-workers, Primacy Agencies, and others. I agree to check my email and voice-mail regularly and to respond as promptly as possible. I have reliable network access and appropriate technology as well as knowledge to support my work. I am able to do my work effectively from the remote location. I take responsibility for data security and other information while working remotely. I can accomplish all my work and support my Agency's mission and its operational goal from my remote location.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KRISTINE WERBACH	Digitally signed by KRISTINE WERBACH Date: 2022.07.19 10:33:16 -05'00'	Date:
Supervisor's Signature: JULIANNE SOCHA	Digitally signed by JULIANNE SOCHA Date: 2022.07.20 15:42:22 -05'00'	Date: July 20, 2022
AA/RA (or designee) Signature: CHERYL NEWTON	Digitally signed by CHERYL NEWTON Date: 2022.08.03 08:56:51 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

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